

AGENDA

BOARD OF MAYOR AND ALDERMEN

February 05, 2013
Mayor and all Aldermen

7:30 p.m.
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Update from the ERP Steering Committee.
(Note: Additional informational from the committee will be forwarded prior to the meeting, if available.)

CONSENT AGENDA (ITEMS 4-18)

4. Mayor Gatsas advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Accept BMA Minutes

5. Minutes from a meeting held April 17, 2012 (BMA), November 20, 2012 (BMA), December 4, 2012, (BMA & Public Participation) and December 18, 2012, (Public Participation).

Approve under supervision of the Department of Highways

6. Pole Petitions:

11-1399 (1) Litchfield Lane
11-1400 (8) Lowell/Jane Street
11-1404 (1) W. Shore Avenue
11-1405 (1) Old Brown Avenue

Information to be Received and Filed

7. Approved minutes from the MTA Commission meeting held November 27, 2012, November 2012 Financial Report, and November and December 2012 Ridership Reports submitted by Michael Whitten, Executive Director MTA.
8. Communication from Xfinity submitting their annual customer notices.

REFERRALS TO COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

9. Agreement between the County Sheriff's Office and the City deputation of certain Police Department officers.

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION

10. Advising that the department travel/conference summary reports have been accepted.
(Unanimous vote)
11. Advising that it has accepted the following Finance Department reports:
 - Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivables*(Unanimous vote)*
12. Advising that it has accepted the City's Monthly Financial Reports (unaudited) for the first six months of fiscal year 2013.
(Unanimous vote)

13. Recommending that Ordinance Amendments:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.06 by amending the definitions for Commercial Motor Vehicle and Trailer.”

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by clarifying the definition of a commercial vehicle in section §70.36(C) Stopping, Standing or Parking Prohibited.”

are properly enrolled.
(Unanimous vote)

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- 14.** Recommending that the amendment to the Wellington Hill Purchase and Sale Agreement submitted by Attorney Susan Manchester, Sheehan, Phinney, Bass & Green, be approved.
(Unanimous vote with the exception of Alderman O’Neil who voted in opposition)

- 15.** Advising that the denial of the taxicab license be upheld.
(Unanimous vote)

COMMITTEE ON LANDS AND BUILDINGS

- 16.** Recommending that the communication from Mayor Gatsas requesting that the baseball field at Memorial High School be named in honor of Mike Flanagan be approved, contingent on the approval of the Board of School Committee.
(Unanimous vote with the exception of Alderman Levasseur who voted in opposition)
- 17.** Recommending that the City and James DeStefano, XMV Project Coordinator, be authorized to start the process of a lease agreement.
(Unanimous vote)

18. Recommending that the Water Works be given approval to proceed with a Request for Proposals regarding watershed land.
(Unanimous vote)

REGULAR BUSINESS

19. Nomination(s) to be presented by Mayor Gatsas, if available.
20. Confirmation(s) to be presented by Mayor Gatsas:
Arts Commission
Cindy O'Rourke to fulfill a vacancy as an alternate member, term to expire December 1, 2015.
Ladies and Gentlemen, what is your pleasure?
21. Communication from JoAnn Ferruolo, Assistant City Clerk, advising the board the polling hours need to be set for the special State Primary and General Election for Ward 2.
Ladies and Gentlemen, what is your pleasure?
22. Communication from the City Solicitor requesting a transfer from contingency of \$50,000 for the cost of the domestic violence prosecutor.
Ladies and Gentlemen, what is your pleasure?
23. Communication from Kevin Sheppard, Public Works Director, requesting a transfer of \$55,000 from contingency for expenses at the former police station building.
Ladies and Gentlemen, what is your pleasure?
24. Budget projections submitted by William Sanders, Finance Officer, if available.
Ladies and Gentlemen, what is your pleasure?
25. A motion is in order to recess the meeting to allow the Committee on Finance to meet.

26. Mayor Gatsas calls the meeting back to order.
27. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
28. Report(s) of the Committee on Community Improvement, if available.
Ladies and Gentlemen, what is your pleasure?
29. Report(s) of the Committee on Human Resources/Insurance, if available.
Ladies and Gentlemen, what is your pleasure?
30. Report(s) of the Committee on Public Safety, Health and Traffic, if available.
Ladies and Gentlemen, what is your pleasure?

NEW BUSINESS

- A. Communications
- B. Aldermen

TABLED ITEMS

(A motion is in order to remove any item from the table.)

31. Petition to release and discharge a portion of Hayward North Back Street.
(Note: Tabled 4/03/2012)

ADJOURNMENT

32. If there is no further business, a motion is in order to adjourn.



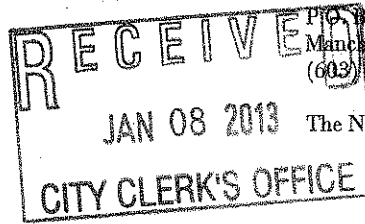
**Public Service
of New Hampshire**

60 W. Pennacook Street, Manchester, NH 03101

Public Service Company of New Hampshire

P.O. Box 330
Manchester, NH 03105-0330
(603) 669-4000

The Northeast Utilities System



January 7, 2013

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find three copies of PSNH Petition and Pole License number 11-1399 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: pinkel@nu.com

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

January 2, 2013

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

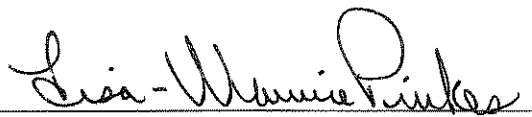
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole(s), 132/21Y located on Litchfield Lane in the City of Manchester.

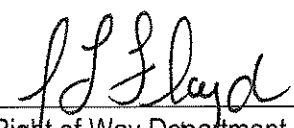
Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE".

Plan No. 11-1399
Dated: 1/2/2013

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Lisa-Marie Pinkes, Licensing Specialist

**Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

BY: 
Right of Way Department

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, I(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____ It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 2nd day of January, 2013.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE"

No. 11-1399, dated 1/2/2013 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License one (1) pole(s), 132/21Y located on Litchfield Lane in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____, Surveyor

ATTEST _____
Matthew Normand, City Clerk

Received _____ at **Manchester** and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New Hampshire and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

ATTEST _____
Matthew Normand, City Clerk



**Public Service
of New Hampshire**

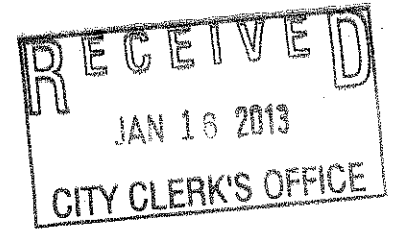
60 W. Pennacook Street, Manchester, NH 03101

Public Service Company of New Hampshire
P.O. Box 330
Manchester, NH 03105-0330
(603) 669-4000

The Northeast Utilities System

January 15, 2013

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101



Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find three copies of PSNH Petition and Pole License number 11-1400 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: pinkel@nu.com

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

January 9, 2013

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

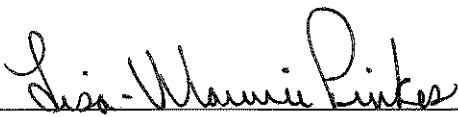
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License eight (8) pole(s), 13/75Y, 894/5S, 762/8, 762/7, 762/2, 16/34S, 1182/77Y, 1077/13Y located on Lowell/Jane Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE".

Plan No. 11-1400
Dated: 1/9/2013

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Lisa-Marie Pinkes, Licensing Specialist

**Northern New England Telephone Operations LLC
d/b/a FairPoint Communications-NNE**

BY: 
Right of Way Department

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, l(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____. It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 9th day of January, 2013.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE AND Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE" No. 11-1400, dated 1/9/2013 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License eight (8) pole(s), 13/75Y, 894/5S, 762/8, 762/7, 762/2, 16/34S, 1182/77Y, 1077/13Y located on Lowell/Jane Street in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____, Surveyor

ATTEST _____
Matthew Normand, City Clerk

Received _____ at **Manchester** and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New
Hampshire and Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

ATTEST _____
Matthew Normand, City Clerk

Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

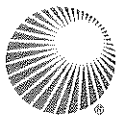
TELCO PROJECT #

6.9

Northern New England Telephone Operations LLC d/b/a FairPoint Communications-NNE

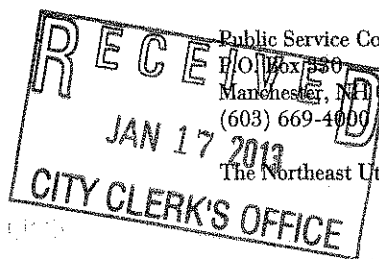
TELCO PROJECT #

6.10



**Public Service
of New Hampshire**

60 W. Pennacook Street, Manchester, NH 03101



January 16, 2013

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find two copies of PSNH Petition and Pole License number 11-1404 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: pinkel@nu.com

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

January 16, 2013

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

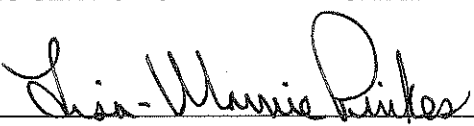
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole(s), 1242/4S located on W.Shore Avenue in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1404
Dated: 1/16/2013

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Lisa-Marie Pinkes, Licensing Specialist

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, l(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____. It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 16th day of January, 2013.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1404, dated 1/16/2013 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License one (1) pole(s), 1242/4S located on W.Shore Avenue in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____, Surveyor

ATTEST _____
Matthew Normand, City Clerk

Received _____ at Manchester and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New Hampshire.

ATTEST _____
Matthew Normand, City Clerk

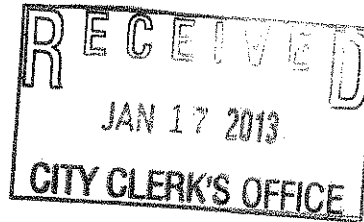
DATE	01/16/2013
MUNICIPALITY:	Manchester
STREET / ROAD:	W.Shore Avenue
PSNH OFFICE:	Hooksett
PSNH ENGINEER:	Bob Prescott
TELCO ENGINEER:	

LICENSE NO.	11-1404
STATE HWY. DIV. NO.	5
STATE LICENSE NO.	
WORK REQUEST#	1956425
WORK FINANCIAL #	9Y320071
TELCO PROJECT #	

6.15



**Public Service
of New Hampshire**



60 W. Pennacook Street, Manchester, NH 03101

Public Service Company of New Hampshire
P.O. Box 330
Manchester, NH 03105-0330
(603) 669-4000

The Northeast Utilities System

January 16, 2013

Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear City Clerk,

Public Service of New Hampshire is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find two copies of PSNH Petition and Pole License number 11-1405 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

Lisa-Marie Pinkes

Lisa-Marie Pinkes
Customer Operations Support - Licensing
Public Service of New Hampshire
PO Box 330
Manchester, NH 03105-9989
Tel. 603-634-2218
E-Mail: pinkel@nu.com

Enclosure(s)

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

January 16, 2013

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

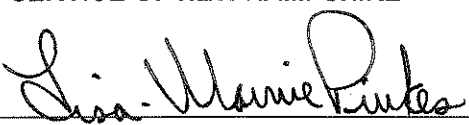
request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one (1) pole(s), 923/21S located on Old Brown Avenue in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1405
Dated: 1/16/2013

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Lisa-Marie Pinkes, Licensing Specialist

Conditions upon which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. The grantee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the applicant shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
3. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the grantee, unless special permission shall have been granted by the abutting owner or owners, or the city.
4. The grantee shall neither grant permission to place signs, or advertisements, (Excepting only city street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
5. The grantee shall paint all poles within the City of Manchester, unless such poles are of the creosote treated type or it is otherwise specified in this grant, the standard color to be dark green.
6. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
7. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.

"In accordance with the requirements of RSA 72:23, I(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to the is license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set for in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163."

POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on _____. It appearing that the public good requires it, it is hereby

ORDERED

That PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 16th day of January, 2013.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Surveyor of Highways and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structures 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "POLE LOCATION PLAN - PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1405, dated 1/16/2013 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.

License one (1) pole(s), 923/21S located on Old Brown Avenue in the City of Manchester.

Granted By Vote of Board of Mayor
and Aldermen, subject to approval
of surveyor of Highways at meeting
of said Board held _____

Approved
Dept. of Highways

BY: _____
_____, Surveyor

ATTEST _____
Matthew Normand, City Clerk

Received _____ at Manchester and recorded in Records of Pole Location Licenses.
Vol., _____, Page _____, filed and an attested copy delivered to the said Public Service of New Hampshire.

ATTEST _____
Matthew Normand, City Clerk

POLE LOCATION PLAN

DATE	01/16/2013
MUNICIPALITY:	Manchester
STREET / ROAD:	Old Brown Avenue
PSNH OFFICE:	Hooksett
PSNH ENGINEER:	Bob Prescott
TELCO ENGINEER:	

LICENSE NO.	11-1405
STATE HWY. DIV. NO.	5
STATE LICENSE NO.	
WORK REQUEST#	1955606
WORK FINANCIAL #	9Y320075
TELCO PROJECT #	

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL REMOVE REF 100% LTS J/O 100 % TEL							Span	DIST. FROM	Remarks	DOC REQ			
LTS	TEL			POLE	PB												
				<div>OLD BROWN AVE</div> <div></div> <div>TREE GUY</div> <div></div> <div></div> <div></div> <div>HOUSE #3762</div>													
923/21S	NO TEL	30'-4									9'	POLE 923/21S TO SIDE OF PAVED ROAD					
923/21	45602/9										39'	POLE 923/21 TO POLE 923/21S					
												INSTALL STUB POLE AND ANCHOR					
												REF. POLE					

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



PETER ESCALERA, CHAIR
JOHN H. TRISCIANI, VICE CHAIR
CAROL WILLIAMS
DANIEL H. BERGERON
EDWARD W. STEWART, JR.

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

January 15, 2013

Mr. Matthew Normand, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, January 15, 2013. Enclosed are the approved Minutes of the November 27, 2012 Meeting, November 2012 Financial Report, and November and December 2012 Ridership Reports.

The next Commission Meeting will be Tuesday, February 26, 2013.

If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

Michael Whitten
Executive Director

Enclosures

MANCHESTER TRANSIT AUTHORITY

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



PETER ESCALERA, CHAIR
JOHN H. TRISCIANI, VICE CHAIR
CAROL WILLIAMS
DANIEL BERGERON
EDWARD W. STEWART, JR.

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

Manchester Transit Authority

November 27, 2012 Commission Meeting

MEMBERS PRESENT: Vice Chairman John H. Trisciani
Commissioner Carol Williams
Commissioner Daniel Bergeron
Commissioner Edward W. Stewart, Jr.

MEMBERS ABSENT: Chairman Peter Escalera

PERSONNEL PRESENT: Michael Whitten, Executive Director
Jaimee Bellissimo, Asst. Executive Director
William J. Cantwell, Supt. of Administration
Karen Holden, Operations Planning Manager
Paul Beauregard, Shop Manager

OTHERS PRESENT: Adam Hlasny, SNHPC Transportation Planner
Edmund Joyce, ATU 717 President

1. a. TRISCIANI called the meeting to order at 5:00 PM.
- b. **Edmund Joyce, ATU 717 President.** TRISCIANI suspended the regular order of business to allow Mr. Joyce an opportunity to address the Board. JOYCE wanted to make the Board aware of the zero tolerance in the attendance policy. His concern with the policy is when an employee has a personal crisis; family member dying, being taken off of a bus because of sickness, or their house is burning down, that they are incurring points per the attendance policy for not coming in to work. He feels there should be common sense and leeway for personal emergencies. Fifteen points in any floating 12-month period constitutes discharge. Mr. Joyce explained an employee missed his afternoon report because

his mother was dying and was hit with 2 points. Another driver had a medical condition on the bus that she thought was a stroke or heart attack and didn't finish her run in the afternoon and was hit with 2 points. He stated the Collective Bargaining Agreement (CBA) is not the bible it is a guide. He realizes the work has to be covered, but he just wants a little bit of empathy when a personal crisis happens. In the past 6 months two employees have been fired because they always came into work late, which is their own doing because they can't get up in the morning to get to work on time. He wishes the Board would consider making some leeway on a case-by-case basis. He thanked the Board for listening.

WHITTEN explained there are exceptions to receiving attendance points. An employee does not get attendance points if they are absent for Union business, FMLA, workers comp, jury duty, or military leave. What does count is if an employee is absent for another reason they get 2 points. The attendance policy is progressive so 2 points does nothing to an employee. When an employee reaches 9 points they receive a verbal warning, they have to get 15 points before they are terminated. If a personal crisis did happen and the employee would be terminated because of the 2 points, he and the Union would conduct a General Manager review. All the employees mentioned by Mr. Joyce have great attendance records; they received their 2 points and in two months were back to 0 points.

WHITTEN explained this is not a chronic problem that he thinks should be changed before the CBA expires. In an effort to be consistent and fair amongst all the employees, we follow the attendance policy to the letter; we don't want to get into a position of not treating people the same. If the Union wants to change the policy they should do that during contract negotiations in June 2014. TRISCIANI

agreed. BERGERON stated he has been approached by employees about this situation and has promised he would look into it. STEWART asked for clarification of an excused absence. WHITTEN replied an excused absence is any type of earned time; vacation, FMLA, jury duty, or workers comp. People who do “no call/no show” get 3 points and people who call in and don’t come to work get 2 points. He explained the employee who was taken off the bus and sent to the hospital wasn’t given the points because she didn’t finish her shift; she received the points because she was off the following day. Employees get sick time and if someone is out sick they get 2 points for the event, they could be out for weeks and months but it is just 2 points. WHITTEN stated the board is aware that we have had chronic attendance problems, especially amongst transit operators, and that is what lead to the creation of the point system during the last negotiations. TRISCIANI said management has to have the Board’s backing; management can’t just change things on a flutter or change incentives. BERGERON agreed, stating he would like to see changes when this is reviewed during negotiations. He would like to look at the employees and see what their numbers are. WHITTEN stated BELLISSIMO can give a “snap shop” of how many employees have so many points. WHITTEN said perfect attendance will drop one point off each month. WHITTEN said the employees want discretion, but employees will find it as favoritism if they are denied. WILLIAMS feels this is a mute issue until negotiations. All Board Members agreed.

- b. **Minutes of October 23, 2012 Commission Meeting.** STEWART made a motion to accept the October 23, 2012 minutes as recorded. Seconded by WILLIAMS. All Commissioners present in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for October 2012.** BERGERON made a motion to accept the October 2012 Financial Report. Seconded by STEWART.

Transit Operation. CANTWELL reported transit revenues were \$372,268; \$45,000 (10.80%) less than budget. The fare media was below budget because of the timing of the deposit and low ridership during Hurricane Sandy. Private public partnership was lower because SNHU's contribution was in August and scheduled for October in the budget. Expenses were \$21,348 (5.68%) less than budget. The variances in expenditures were timing differences in outside auditing, Trapeze invoiced us in August, and there were low priced fuel deliveries in October before the prices spiked back up.

School Operation. CANTWELL reported school revenues were \$128,640 (51.31%) less than budget. This was due to October's invoice being reduced by \$200,000 for the advance the School District gave us in August. Charters were over \$6,800 for the month and \$17,000 ahead for the year. Expenses were \$742 (0.26%) less than budget. Variances were material and supplies for recalibrating all the cameras on the school buses.

Discussion: BERGERON wondered if there was a trend in the drop of senior citizen monthly fares and should we be concerned about this drop. WHITTEN replied the farebox is highest during good weather months. Senior ridership lags during the winter. Ridership will catch up when the weather gets nicer and the farebox will follow that trend as well. The accounts receivable was reviewed. The Board addressed their concerns with invoices due beyond 120 days.

CANTWELL stated he will work with the accounting clerk to seek payment for late invoices.

All Commissioners present in favor of approving October 2012 Financial Report.

b. **Operations Reports for October 2012:**

Ridership Statistics October. BELLISSIMO reported Nashua ridership is up 90%. Saturday fixed route total is -7%, but there was one less Saturday this month. Total transit passengers served were 39,158; a 17% increase in ridership. Total StepSaver passengers served was 1,354; a 14% increase. BERGERON asked what the increase in ridership was attributed to. WHITTEN replied the return of the economy and explained when 1 rider returns to commuting to get to work and rides 1 round trip every day that is 80 trips per month. We have also been seeing the upward trend for the past several months. It has been more than one year since our last service changes, and BELLISSIMO has been reporting that the average ridership on each trip has been growing, but there have been fewer trips than last fiscal year. She had been comparing the ridership with a year that had more service. We are now comparing equivalent levels of service.

Transit Operating Statistics October. BELLISSIMO reported total transit revenues miles were 40,295 and total demand-response revenue miles were 556. There were no missed trips, 7 complaints, and 111 trips were sampled with 103 running on-time. There was 1 minor vehicle collision, 1 on-the-job injury with the employee being absent for 3 days. The complaints were reviewed.

School Operating Report October. HOLDEN reported we started the month with 70 school bus operators, licensed 1, ending the month with 71. There were 14 students in training and 1 employee out on medical leave. There were 96,076

passenger boardings, 161 school bus charters, 15 complaints, and 1 vehicle collision. HOLDEN reported she recently brought on 5 additional trainers. She had 2 trainers move onto the spare transit list and felt it was time to see who would be interested in training. Our trainers do safety classes and go out to the schools and teach students how to ride and behave on school buses.

Maintenance Report October. BEAUREGARD reported there were 5 transit road calls, 1 demand-response, and no buses were towed. There were 17 transit inspections scheduled with 17 being completed. There were no school bus road calls and no buses were towed. There were 34 school inspections with 26 being scheduled.

NEW BUSINESS

3. a. **Approve 2013 Holiday Schedule.** WHITTEN felt it was time to review the status of the Martin Luther King, Jr. Holiday. We have remained open during this holiday and he decided to pull the past 3 years' ridership. The drop in ridership is substantial (18.6% drop in 2012). He stated it becomes very costly to run service on a holiday because we pay the operators to come to work that day and also pay them for the holiday. This is the only remaining holiday we are open and the past decisions to remain open were based on ridership levels only. With the fact that they are continually dropping on that day, WHITTEN recommended closing the MTA on Martin Luther King, Jr. Day. STEWART made a motion to approve the following 2013 Holiday Schedule including closing on Martin Luther King, Jr. Day. Seconded by WILLIAMS.

New Year's Day	Tuesday, January 1 st	Closed
MLK, Jr. Day	Monday, January 21 st	Closed
Presidents' Day	Monday, February 18 th	Closed

Memorial Day	Monday, May 27 th	Closed
Independence Day	Thursday, July 4 th	Closed
Labor Day	Monday, September 2 nd	Closed
Columbus Day	Monday, October 14 th	Closed
Veterans Day	Monday, November 11 th	Closed
Thanksgiving Day	Thursday, November 28 th	Closed
Christmas Day	Wednesday, December 25 th	Closed

All Commissioners present in favor.

- b. **Medicaid Partnership.** WHITTEN relayed more information about the transition at the State level of Medicaid service moving to a managed care model. He explained Access2Care and Coordinated Transportation Solutions are the 2 brokers who are willing to take transportation into partnership with local providers. The third broker will provide transportation in-house. They both have an interest in our fixed route and demand-response services. We will sell the brokers passes for the fixed route service. We are negotiating with Access2Care to send the passes directly to their clients because they are based in Colorado. We would receive administrative funding from the managed care provider that will count as local match. On the demand-response side we want to take advantage of existing capacity. Right now there is not a lot of time in the schedules that we are not using the drivers that we have out there, StepSaver is pretty full but we are not necessarily using all of the vehicles. It would not be a bad thing if we ended up hiring another full-time driver and using one of our demand-response vehicles that we are not using and perform Medicaid rides. This could be a chance to generate money. The key is going to be what rate the MTA will receive from the brokers. While he is trying to generate some revenue, he has to be very careful that the brokers don't take StepSaver for granted and shift all their clients into the StepSaver service because it would be cheaper at \$3.00 per trip. We are trying to

negotiate a rate that will bring in revenue and be a cost saver for them. Medicaid transportation right now is \$85.00 and we can present them an opportunity to save significant costs to their transportation. It will take some negotiating.

WILLIAMS asked about the distance we would take the Medicaid clients.

WHITTEN stated he has made it very clear that we will not provide Medicaid transportation outside of our service area. They will have a layer of transportation providers; we are the first layer because we are the lowest cost. We will not consider anything outside our area. We will not do demand-response to Concord or Nashua that would be on the fixed route service only. We will also not expand our hours of service or have Sunday service. Our StepSaver clients will have priority and there will be no denials to accommodate Medicaid clients.

- c. **Dental Insurance/Non-Affiliated Retirees.** WHITTEN stated he was approached by a non-affiliated employee about opening up the dental insurance to non-affiliated retirees provided they pay 100% of the premium. He doesn't see any reason not to do this because it does not cost the MTA any money. He explained nonaffiliated employees lack a traditional forum for negotiating; the only way they can get anything is to come forward as a request to the Board. The affiliated employees would need to negotiate through the CBA. BERGERON made a motion to change the policy to allow nonaffiliated employees who reached the retiring criteria of 62 years of age with 20 years of service to maintain dental insurance provided they pay 100% of the premium. Seconded by STEWART. All Commissioners present in favor.

- d. **Vacation Pick.** WHITTEN sent a memo to ATU Local 717 regarding the 2013 vacation pick. He explained we have 1 employee who is retiring with 6 weeks'

vacation and will be replaced by an employee who will have 2 weeks' vacation. We also have 5 employees who combined have forfeited 7 weeks of vacation because the employees did not work the contractually required amount of hours to earn vacation time. Contractually, MTA would need to eliminate highly desired summer and holiday weeks in order to avoid having excess vacation weeks available. He would like to reach an agreement with the union to waive that provision in the contract that requires MTA to open a minimum of one slot each week. WHITTEN said he knows this would be popular. Rather than closing the summer weeks when we have an ability to use spares to cover vacation at regular rate, he would like to close 7 weeks from March 3rd thru April 14th and would get us back with 1 vacation for April vacation and eliminate the 2nd week of New Years'. Contractually we have to open 1 vacation slot every week. It helps us financially and closes unpopular weeks. The union is behind this but there will be those employees who don't like it. WILLIAMS questioned why employees would lose vacation time. WHITTEN explained an employee who has 2 weeks of vacation has to work 1,500 hours per year to qualify; there are 2,080 hours of work in one year. If they work 750 hours in a year they have earned one weeks' vacation. WILLIAMS made a motion to approve the 2013 Vacation Pick as presented by WHITTEN. Seconded by BERGERON. All Commissioners present in favor.

OLD BUSINESS

4. a. **FY 2014 Budget.** WHITTEN explained he has met with the Mayor twice. Originally, WHITTEN started at \$1,083,000 in local contribution from the City. The Mayor is looking to reduce costs as much as possible due to a challenging

fiscal environment facing the City. The Mayor gave WHITTEN a target goal and he has been working with CANTWELL to find all potential cost savings. WHITTEN reviewed the FY 2014 budget and addressed questions from the Board.

- b. **Award RFP 13-01 – Legal Services.** WHITTEN stated we received one bid from Devine Millimet (incumbent). They did go up \$25.00 on their rate which is not surprising because it is a 10-year contract. They've done a great job for us in the past and WHITTEN recommended awarding Devine Millimet RFP 13-01. We will go through the process of sole source procurement. STEWART moved to approve the award to Devine Millimet for RFP 13-01. Seconded by BERGERON. All Commissioners present in favor.
- c. **Award RFP 13-02 – Risk Management/Insurance Consultant Services.** WHITTEN stated four requests were made for the specifications, but only two bids were received for the opening date; Albert Risk Management and Donahue & Associates. He explained this RFP sought a risk manager for our vehicle, liability, and property insurances. The low bidder is the incumbent Albert Risk Management and WHITTEN recommended awarding the RFP to them. STEWART moved to award RFP 13-02 to Albert Risk Management. Seconded by WILLIAMS. All Commissioners present in favor.
- d. **Award RFP 13-03 – School Bus Bid.** WHITTEN reported we were looking to purchase up to 5 school buses, but after working the numbers he feels it is safe to purchase 4 buses. This is not awarded by low bid, but as high value because we keep buses for so long we want to take into account more than just what the bus initially costs. The four factors he looks for are; purchase price, lifetime offering

on maintenance costs, warranty value, and delivery schedule. We received bids from Dattco, O'Connor, and Cressey for buses with and without storage compartments. Their delivery schedules are the same (end of February/beginning of March). The warranties were mixed; the best warranty was Thomas Freightliner (Cressey) 5-years unlimited mileage on transmission. Operating and maintenance costs are the same between Cressey and O'Connor. Both are using the same engine and both meet the new EPA emission standards through the use of diesel exhaust fluid (DEF). The fluid is called urea and the cost is \$300 per 55 gallon barrel and it treats the exhaust instead of reburning it. Dattco also meets EPA emission standards but in a manner that does not require the use of DEF. They use a process called EGR (no urea, no additives). BEAUREGARD did not recommend the Dattco bus because they are putting the exhaust back into the engine and reburning it. With the use of urea the exhaust system gets rid of the emissions and not reburning it through the engine and wearing it out. WHITTEN stated we are replacing 4 of the oldest buses; 2 buses are equipped with cages for storage inside the bus which are used for oversized athletic equipment. We want to replace these 2 buses with underbody storage compartments and Cressey is the low bidder. WHITTEN recommend we award 2 buses to Cressey at a cost of \$86,969 per bus. WHITTEN recommended awarding O'Connor, the low bidder for buses without storage compartment, 2 buses at a cost of \$85,932 per bus. STEWART made the motion based on WHITTENS' recommendation to award Cressey 2 buses with storage at a cost of \$86,969 per bus and 2 buses without storage to O'Connor for a cost of \$85,932 per bus. Seconded by BERGERON. All Commissioners present in favor.

OTHER BUSINESS

5. a. **Workers Comp/Employee Share Health Premium.** WHITTEN wanted to make the Board aware that an employee who has been out on workers comp for several months has not made his 10% contribution for dental and health insurance. He has been set up on a payment plan and we have not heard from him or received a payment. WHITTEN stated since it is not appropriate to use the Local and Federal money to pay the employees' contribution, we are going to cancel health and dental coverage if the employee does not pay his entire share by November 30th.
- b. **CART.** WHITTEN reported CART has chosen Jaimee Bellissimo as their interim Executive Director. She will be at CART 3 days a week and MTA 2 days a week. David Smith, First Transit, will fill her position at MTA when she is at CART. First Transit is covering the CART position until they go out to bid.
- c. **Date for Next Meeting – Tuesday, January 15, 2013.** All members agreed to meet on January 15th, 2013.

With no further business to come before the Board, STEWART made a motion to adjourn the regular meeting at 6:45 PM. Seconded by WILLIAMS. All Commissioners present in favor.

NON PUBLIC SESSION

6. a. **Non Public Session per RSA 91-A:3, II. (b) – Management Contract.** At 6:46 PM STEWART made a motion to go into Non Public Session per RSA 91-A:3, II. (b). Management Contract. Seconded by TRISCIANI. All Commissioners present in favor. At 7:10 PM TRISCIANI made a motion to adjourn Non Public

Session. Seconded by WILLIAMS. All Commissioners present in favor.

TRISCIANI reported that no motions were made during that session.

Commissioners Memorandum

To: Commissioners
From: Jaimee Bellissimo, Assistant Executive Director
Date: January 10, 2013
Re: Transit Ridership Report – November 2012



	November			FYTD			
Routes	Weekdays	FY 2012	FY 2013	% Change	FY 2012	FY 2013	% Change
	Saturdays	20	20		104	105	
		4	4		22	21	
Healthcare Shuttle Route #1		2,156	2,190	2%	10,920	12,173	11%
Hanover-E Industrial Park Route #2		3,260	3,165	-3%	18,711	17,962	-4%
Brown Ave-Airport Route #3		1,334	1,334	0%	8,006	7,467	-7%
Concord Express #4		109	143	31%	184	803	-
SNHU-Northside Plaza #5		1,486	1,802	21%	7,671	9,582	25%
Bremer-Mast Rd Route #6		3,694	3,628	-2%	18,766	20,786	11%
Green DASH #7		2,119	2,680	26%	9,216	13,417	46%
So. Willow Route #8		4,516	4,537	0%	22,903	26,716	17%
Nashua Express Route #9		407	451	11%	1,712	3,131	83%
Valley-Weston Rd. Route #10		4,094	4,407	8%	21,841	23,092	6%
Front St. Route #11		2,134	1,858	-13%	9,596	10,193	6%
So. Beech Route #12		3,535	3,331	-6%	17,618	17,913	2%
Bedford Highlands Route #13		3,765	3,237	-14%	19,059	18,163	-5%
Bridge St / VA Hospital #1S		129	82	-36%	590	585	-1%
Hanover St East Side Plaza #2S		228	176	-23%	1,384	1,258	-9%
UPass Riders - MCC		1,406	1,831	30%	5,748	6,806	18%
UPass Riders - UNH		97	184	90%	587	831	42%
Hannaford Shuttle		342	346	1%	2,055	1,835	-11%
Hooksett Market Basket Shuttle		22	49	123%	344	309	-10%
Market Basket Shuttle		135	103	-24%	625	605	-3%
Weekday Fixed Route Totals		30,005	30,376	1%	152,462	167,629	10%
Saturday Fixed Route Totals		3,103	2,885	-7%	16,765	16,518	-1%
Fixed Route Weekday Average		1,500	1,519	1%	1,466	1,596	9%
Fixed Route Saturday Average		776	721	-7%	762	787	3%
Special Service		435	0	-	470	81	-83%
Total Transit Passengers Served		33,543	33,261	-1%	169,227	181,479	7%
Total StepSaver Passengers Served		1,097	1,631	49%	5,718	6,500	14%

Jaimee Bellissimo

Jaimee Bellissimo

Commissioners Memorandum

To: Commissioners
From: Jaimee Bellissimo, Assistant Executive Director
Date: January 10, 2013
Re: Transit Ridership Report – December 2012



		<u>December</u>			<u>FYTD</u>		
<u>Routes</u>		FY 2012	FY 2013	% Change	FY 2012	FY 2013	% Change
	Weekdays Saturdays	22 5	20 5		126 27	125 26	
Healthcare Shuttle Route #1		2,359	2,033	-14%	13,279	14,206	7%
Hanover-E Industrial Park Route #2		3,756	3,247	-14%	22,467	21,209	-6%
Brown Ave-Airport Route #3		1,328	1,123	-15%	9,334	8,590	-8%
Concord Express #4		144	156	8%	328	959	-
SNHU-Northside Plaza #5		1,346	1,457	8%	9,017	11,039	22%
Bremer-Mast Rd Route #6		4,106	3,838	-7%	22,872	24,624	8%
Green DASH #7		2,280	2,358	3%	11,496	15,775	37%
So. Willow Route #8		5,855	4,436	-24%	28,758	31,152	8%
Nashua Express Route #9		475	539	13%	2,187	3,670	68%
Valley-Weston Rd. Route #10		4,880	5,084	4%	26,721	28,176	5%
Front St. Route #11		1,927	1,479	-23%	11,523	11,672	1%
So. Beech Route #12		4,055	3,669	-10%	21,673	21,582	0%
Bedford Highlands Route #13		4,107	3,442	-16%	23,166	21,605	-7%
Bridge St / VA Hospital #1S		80	126	58%	670	711	6%
Hanover St East Side Plaza #2S		277	264	-5%	1,661	1,522	-8%
UPass Riders - MCC		1,294	1,501	16%	7,042	8,307	18%
UPass Riders - UNH		95	277	192%	682	1,108	62%
Hannaford Shuttle		462	331	-28%	2,517	2,166	-14%
Hooksett Market Basket Shuttle		54	50	-7%	398	359	-10%
Market Basket Shuttle		99	112	13%	724	717	-1%
Weekday Fixed Route Totals		33,827	29,395	-13%	186,289	197,024	6%
Saturday Fixed Route Totals		3,406	3,913	15%	20,171	20,431	1%
Fixed Route Weekday Average		1,538	1,483	-4%	1,478	1,576	7%
Fixed Route Saturday Average		681	783	15%	747	786	5%
Special Service		286	258	-10%	756	339	-55%
Total Transit Passengers Served		37,519	33,612	-10%	206,460	214,598	4%
Total StepSaver Passengers Served		1,084	873	-19%	6,802	7,373	8%

Jaimee Bellissimo

Jaimee Bellissimo



Transit

November 2012

Manchester Transit Authority
Income Statement Transit
For the Five Months Ending November 30, 2012

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	\$21,302.38	\$23,040.00	\$117,379.00	\$120,960.00	(\$3,581.00)
Adult Fares	5,185.80	6,800.00	32,269.80	34,000.00	(1,730.20)
Adult Monthly Fares	1,227.58	6,500.00	22,167.58	32,500.00	(10,332.42)
Senior Citizens Fares	1,368.00	1,500.00	8,167.90	7,500.00	667.90
Senior Citizen Monthly Fare	(518.48)	2,600.00	8,446.52	13,000.00	(4,553.48)
Disabled Rider Fare	2,666.65	2,816.00	14,290.89	14,080.00	210.89
Student Fares	200.00	400.00	7,080.00	6,900.00	180.00
Total Farebox and Tickets	31,431.93	43,656.00	209,801.69	228,940.00	(19,138.31)
Shuttle and Excursions					
Shopping Shuttle	600.00	1,000.00	7,310.00	5,000.00	2,310.00
Excursion Revenue			207.00		207.00
Total Shuttle and Excursions	600.00	1,000.00	7,517.00	5,000.00	2,517.00
Other Revenue					
Sale of Fuel to City Departments	2,431.95		11,771.80		11,771.80
Sale of Maintenance Service to City	119.67		528.13		528.13
Advertising Revenue-Bus	6,711.25	6,700.00	33,441.15	33,500.00	(58.85)
Sale of Scrap Materials	988.72		1,429.50		1,429.50
Interest Income	35.89	10.00	118.89	50.00	68.89
Photo Picture ID Revenue	12.00	20.00	104.00	100.00	4.00
Total Other Revenue	10,299.48	6,730.00	47,393.47	33,650.00	13,743.47
Total Operational Income	42,331.41	51,386.00	264,712.16	267,590.00	(2,877.84)
Operating Assistance					
City of Manchester	178,970.00	178,975.00	894,855.00	905,875.00	(11,020.00)
Private/Public Partnerships	11,260.11	5,210.00	47,118.01	46,050.00	1,068.01
Federal Operating Subsidy	157,654.00	150,586.00	790,353.00	766,718.00	23,635.00
Total Operating Assistance	347,884.11	334,771.00	1,732,326.01	1,718,643.00	13,683.01
Total Revenue	390,215.52	386,157.00	1,997,038.17	1,986,233.00	10,805.17
Expenses					
Labor					
Transit Operator Wages	54,649.27	51,711.00	295,891.65	268,775.00	27,116.65
Transit Operator Overtime Wages	6,986.11	8,675.00	44,369.19	45,184.00	(814.81)
CMAQ Operator Wages	7,769.11	7,943.00	41,218.65	41,703.00	(484.35)
CMAQ Operator Overtime Wage	29.60		845.74		845.74
StepSaver Operator Wages	11,771.08	13,341.00	60,006.37	70,042.00	(10,035.63)
StepSaver Operator Overtime Wages	3,107.99	2,169.00	13,961.92	11,296.00	2,665.92
Mechanic Wages	11,334.89	10,797.00	54,384.32	57,810.00	(3,425.68)
Mechanic Overtime Wages	453.06	500.00	1,762.17	1,500.00	262.17
Transp. Admin Wages	15,061.38	14,189.00	79,506.44	74,494.00	5,012.44
Transp. Admin Overtime Wages	48.58		826.70		826.70
Maint. Admin Wages	3,312.84	3,076.00	16,881.65	16,142.00	739.65
General Admin Wages	7,150.15	7,047.00	36,830.14	36,998.00	(167.86)
Gen. Admin Overtime Wages		34.00		170.00	(170.00)
Payroll Transaction	137.41		1,234.82		1,234.82
Total Labor	121,811.47	119,482.00	647,719.76	624,114.00	23,605.76
Fringe Benefits					
Health Insurance Expense	44,948.96	45,374.00	281,672.88	288,870.00	(7,197.12)

Manchester Transit Authority
Income Statement Transit
For the Five Months Ending November 30, 2012

	Current	Budget	YTD	YTD Budget	YTD Net Change
Dental Insurance Expense	\$1,447.04	\$1,589.00	\$6,689.80	\$7,945.00	(\$1,255.20)
Life Insurance Expense	(1,995.15)	1,672.00	(7,714.18)	8,360.00	(16,074.18)
Pension Expense	5,270.00	6,335.00	30,809.76	31,675.00	(865.24)
FICA Expense	11,097.76	12,136.00	60,869.78	61,700.00	(830.22)
Worker's Compensation		4,284.00		21,660.00	(21,660.00)
Unemployment Compensation	2,907.00	1,956.00	14,535.00	9,780.00	4,755.00
Transit Operator Vacation Wages	7,157.49	5,278.00	28,440.73	26,390.00	2,050.73
Transit Operator Holiday Wages	8,843.35	9,199.00	25,158.56	26,390.00	(1,231.44)
Transit Operator Sick Wages	3,478.41	3,054.00	14,696.18	15,270.00	(573.82)
Mechanic Vacation Wages	1,348.11	1,508.00	7,563.71	7,540.00	23.71
Mechanic Holiday Wages	2,935.66	1,397.00	8,436.20	6,985.00	1,451.20
Mechanic Sick Wages	1,989.88	322.00	5,372.71	1,610.00	3,762.71
Transp. Admin Vacation Wages	1,294.42	1,327.00	6,335.23	6,635.00	(299.77)
Transp. Admin Holiday Wages	2,936.81	1,363.00	9,488.65	6,815.00	2,673.65
Transp. Admin Sick Wages	307.67	273.00	1,257.77	1,365.00	(107.23)
Maint. Admin Vacation Wages	588.00	601.00	2,940.49	3,005.00	(64.51)
Maint. Admin Holiday Wages	928.39	390.00	2,997.35	1,950.00	1,047.35
Maint. Admin Sick Wages		103.00		515.00	(515.00)
Gen Admin. Vacation Wages	950.03	990.00	4,746.15	4,950.00	(203.85)
Gen. Admin Holiday Wages	1,562.45	693.00	4,941.67	3,465.00	1,476.67
Gen. Admin Sick Wages		148.00	197.20	740.00	(542.80)
Transit Uniform Allowance		430.00		4,220.00	(4,220.00)
Maintenance Uniform Allowance	218.45	320.00	2,364.08	3,144.00	(779.92)
Tool Allowance			1,325.00	1,700.00	(375.00)
License Reimbursement	30.00	17.00	30.00	85.00	(55.00)
Burden Adjustment	(11,203.86)	(15,929.00)	(73,041.31)	(78,855.00)	5,813.69
Total Fringe Benefits	87,040.87	84,830.00	440,113.41	473,909.00	(33,795.59)
Services					
Management Consultant	13,611.66	12,986.00	64,593.34	64,930.00	(336.66)
Commissioner Expense			500.00	500.00	
Auditing Expense	10,385.00		10,385.00	8,000.00	2,385.00
Legal Expense	270.00	750.00	2,546.00	3,750.00	(1,204.00)
Service and Support	10,978.82	3,458.00	24,184.55	17,290.00	6,894.55
Security Service	104.47	135.00	1,293.60	675.00	618.60
Outside Advertising		167.00	201.43	835.00	(633.57)
Drug & Alcohol Testing	117.00	125.00	468.00	625.00	(157.00)
Pre-Employment Medical	155.70	167.00	780.50	835.00	(54.50)
Janitorial Service and Supplies	782.49	833.00	3,272.42	4,165.00	(892.58)
Bank Service Charges	744.99	583.00	3,223.93	2,915.00	308.93
Marketing Expense			1,628.25		1,628.25
Total Services	37,150.13	19,204.00	113,077.02	104,520.00	8,557.02
Materials and Supplies					
Fuel Operations	27,921.63	35,981.00	164,707.86	188,551.00	(23,843.14)
Sale of Fuel to City Departments	2,390.23		11,586.04		11,586.04
Maintenance Parts	3,119.16	4,457.00	24,436.54	23,354.00	1,082.54
Purchase Discounts	(84.66)	(250.00)	(280.37)	(1,250.00)	969.63
Tires Expense	2,011.24	1,667.00	8,067.77	8,733.00	(665.23)
Oil and Grease	246.97	535.00	2,430.22	2,803.00	(372.78)
Maintenance Supplies	488.86	783.00	3,606.26	3,915.00	(308.74)
Body Shop Supplies	156.56	477.00	1,563.99	2,385.00	(821.01)
Hazardous Materials		43.00		215.00	(215.00)
Outside Parts and Labor	60.00	63.00	482.80	315.00	167.80
Repairs-Building and Grounds	246.20	817.00	4,191.05	4,085.00	106.05
Repairs-Shop Equipment	313.84	235.00	1,703.09	1,175.00	528.09
Repairs-Radio Equipment		42.00		210.00	(210.00)
Repairs-Office Equipment	400.34	400.00	2,050.43	2,000.00	50.43

Manchester Transit Authority
Income Statement Transit
For the Five Months Ending November 30, 2012

	Current	Budget	YTD	YTD Budget	YTD Net Change
Office Supplies	\$788.58	\$750.00	\$2,910.40	\$3,750.00	(\$839.60)
Transit Schedules and Tickets	3,922.99	1,000.00	16,171.99	5,000.00	11,171.99
Total Materials and Supplies	41,981.94	47,000.00	243,628.07	245,241.00	(1,612.93)
Utilities					
Electricity	1,636.37	1,600.00	7,817.84	8,000.00	(182.16)
Natural Gas	83.84	1,021.00	491.35	5,105.00	(4,613.65)
Telephone	1,508.27	1,417.00	7,477.83	7,085.00	392.83
Water	208.10	175.00	866.06	875.00	(8.94)
Total Utilities	3,436.58	4,213.00	16,653.08	21,065.00	(4,411.92)
Insurance					
Public Liability Insurance	13,154.00	12,301.00	65,765.00	61,505.00	4,260.00
Other Liability	955.00	940.00	4,768.47	4,700.00	68.47
Total Insurance	14,109.00	13,241.00	70,533.47	66,205.00	4,328.47
Other Expenses					
Dues and Memberships	281.25	167.00	1,051.25	835.00	216.25
Tolls and Parking			26.50		26.50
Training and Meetings	175.00	83.00	(1,367.29)	415.00	(1,782.29)
Grievance Expense		42.00	225.00	210.00	15.00
Depreciation	65,000.00	68,750.00	325,000.00	343,750.00	(18,750.00)
Total Other Expenses	65,456.25	69,042.00	324,935.46	345,210.00	(20,274.54)
Total Expenses	370,986.24	357,012.00	1,856,660.27	1,880,264.00	(23,603.73)
Net Income (Loss)	19,229.28	29,145.00	140,377.90	105,969.00	34,408.90



School

November 2012

**Manchester Transit Authority
Income Statement School
For the Five Months Ending November 30, 2012**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Contract	\$40,822.81	\$230,199.00	\$845,972.18	\$690,597.00	\$155,375.18
Manchester Skill Center	20,412.00	20,412.00	66,225.60	61,236.00	4,989.60
Total Student Transportation	61,234.81	250,611.00	912,197.78	751,833.00	160,364.78
School Charter					
Student Athletics	3,315.00	5,000.00	42,517.10	38,500.00	4,017.10
Student Fieldtrips	11,291.00	8,000.00	34,700.15	20,000.00	14,700.15
Total School Charters	14,606.00	13,000.00	77,217.25	58,500.00	18,717.25
Other Revenue					
Fuel Adjustment Clause			5,000.00		5,000.00
Interest Income	19.82	100.00	63.55	500.00	(436.45)
Other Non-Transp. Revenue	(15.00)		(15.00)		(15.00)
Total Other Revenue	4.82	100.00	5,048.55	500.00	4,548.55
Total Operational Income	75,845.63	263,711.00	994,463.58	810,833.00	183,630.58
Expenses					
Labor					
School Operator Wages	92,596.33	95,600.00	361,755.84	328,090.00	33,665.84
School Operator Overtime Wages	553.21	2,216.00	1,348.56	7,635.00	(6,286.44)
Transit Operator Wages		492.00	1,459.63	1,558.00	(98.37)
Transit Operator Overtime Wages			681.62		681.62
Mechanic Wages	9,142.52	12,739.00	63,771.15	66,880.00	(3,108.85)
Transp. Admin Wages	6,339.31	6,424.00	32,119.44	33,725.00	(1,605.56)
Transp. Admin Overtime Wages			519.11		519.11
Maint. Admin Wages	2,371.69	2,812.00	14,118.90	14,762.00	(643.10)
General Admin Wages	3,534.20	3,505.00	19,715.54	18,401.00	1,314.54
Gen. Admin Overtime Wages		7.00		35.00	(35.00)
Total Labor	114,537.26	123,795.00	495,489.79	471,086.00	24,403.79
Fringe Benefits					
Health Insurance Expense	15.00		418.10		418.10
Dental Insurance Expense	(302.58)		397.53		397.53
FICA Expense	7,791.78	9,685.00	31,909.07	32,282.00	(372.93)
Worker's Compensation		4,138.00		12,903.00	(12,903.00)
School Operator Holiday Wages	11,934.13	15,054.00	12,597.39	16,212.00	(3,614.61)
School Uniform Allowance		250.00		1,250.00	(1,250.00)
License Reimbursement	30.00	67.00	240.00	335.00	(95.00)
Burden Adjustment	11,203.86	15,929.00	73,041.31	78,855.00	(5,813.69)
Total Fringe Benefits	30,672.19	45,123.00	118,603.40	141,837.00	(23,233.60)
Services					
Management Consultant	13,611.67	12,986.00	64,593.31	64,930.00	(336.69)
Commissioner Expense			500.00	500.00	
Auditing Expense	6,365.00		6,365.00	5,333.00	1,032.00
Legal Expense		125.00	2,178.00	625.00	1,553.00
Service Bureau	51.98	908.00	1,358.11	4,540.00	(3,181.89)
Security Service	64.03	90.00	802.50	450.00	352.50
Outside Advertising		333.00	2,153.77	1,665.00	488.77
Driver and Criminal Record	257.50		2,075.00		2,075.00
Drug & Alcohol Testing	360.00	375.00	2,663.26	1,875.00	788.26

**Manchester Transit Authority
Income Statement School
For the Five Months Ending November 30, 2012**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Pre-Employment Medical	\$443.70	\$292.00	\$3,288.60	\$1,460.00	\$1,828.60
Janitorial Service and Supplies	782.49	833.00	3,272.42	4,165.00	(892.58)
Bank Service Charges			135.00		135.00
Total Services	21,936.37	15,942.00	89,384.97	85,543.00	3,841.97
Materials and Supplies					
Fuel Operations	25,677.23	29,590.00	101,282.35	101,434.00	(151.65)
Maintenance Parts	3,141.01	11,220.00	80,930.93	38,463.00	42,467.93
Tires Expense		1,584.00	5,006.11	5,431.00	(424.89)
Oil and Grease	342.81	528.00	1,684.28	1,811.00	(126.72)
Maintenance Supplies	1,295.11	883.00	4,416.34	4,415.00	1.34
Body Shop Supplies	183.80	440.00	1,810.58	2,200.00	(389.42)
Hazardous Materials		40.00		200.00	(200.00)
Outside Parts and Labor		63.00		315.00	(315.00)
Repairs-Building and Grounds	271.94	850.00	5,291.02	4,250.00	1,041.02
Repairs-Shop Equipment	322.76	265.00	1,468.75	1,325.00	143.75
Repairs-Radio Equipment		83.00	11,660.00	415.00	11,245.00
Repairs-Office Equipment	282.52	267.00	1,376.75	1,335.00	41.75
Office Supplies	483.31	500.00	2,127.06	2,500.00	(372.94)
School Schedules and Tickets		333.00		1,665.00	(1,665.00)
Total Materials and Supplies	32,000.49	46,646.00	217,054.17	165,759.00	51,295.17
Utilities					
Electricity	1,002.93	1,067.00	4,965.48	5,335.00	(369.52)
Natural Gas	90.83	1,063.00	524.65	5,315.00	(4,790.35)
Telephone	496.71	500.00	2,533.43	2,500.00	33.43
Water	127.55	117.00	547.79	585.00	(37.21)
Total Utilities	1,718.02	2,747.00	8,571.35	13,735.00	(5,163.65)
Insurance					
Public Liability Insurance	10,876.00	11,579.00	54,390.00	57,895.00	(3,505.00)
Other Liability	695.00	737.00	3,469.21	3,685.00	(215.79)
Total Insurance	11,571.00	12,316.00	57,859.21	61,580.00	(3,720.79)
Other Expenses					
Dues and Memberships		208.00	1,411.00	1,040.00	371.00
Tolls and Parking			10.50		10.50
Training and Meetings		292.00	749.75	1,460.00	(710.25)
Grievance Expense		42.00		210.00	(210.00)
Depreciation	15,000.00	17,500.00	75,000.00	87,500.00	(12,500.00)
Total Other Expenses	15,000.00	18,042.00	77,171.25	90,210.00	(13,038.75)
Total Expenses	227,435.33	264,611.00	1,064,134.14	1,029,750.00	34,384.14
Net Income (Loss)	(151,589.70)	(900.00)	(69,670.56)	(218,917.00)	149,246.44



Office of the Sheriff

HILLSBOROUGH COUNTY

Sheriff James A. Hardy



Agreement
Between
Sheriff James A. Hardy
Hillsborough County Sheriff's Office
And
City of Manchester, NH

Deputation of Certain Manchester Police Department Officers

This Agreement is made this ___ day of January, 2013 between Hillsborough County Sheriff James A. Hardy and the City of Manchester, NH.

Whereas the City of Manchester, NH has a police department in which certain officers are assigned to duties for the specific purpose of enforcing statutes related to controlled drugs and Internet Crimes Against Children; and

Whereas the City considers it is essential to the mission of the police department that these assigned officers have Statewide law enforcement authority; and

Whereas a Deputy Sheriff has statewide law enforcement authority;

The Parties agree that, subject to the limitations set forth in this Agreement, Sheriff James A. Hardy in his official capacity as the Hillsborough County Sheriff will deputize certain law enforcement officers employed by the City of Manchester. The Parties further agree that Sheriff James A. Hardy, in his official capacity as the Hillsborough County Sheriff, in performing this service at the request of the City of Manchester is acting as a State and Constitutional Officer, and in accordance with the provisions of this agreement is entitled to defense and indemnity from claims arising from the deputations bestowed at the request of the City of Manchester, NH.

Term:

1. This agreement is effective from the date of signature and shall remain in effect until January 7, 2015, unless sooner terminated in accordance with this agreement.
2. Either party may terminate this agreement by thirty (30) days written notice to the other party.

Authority/Credentials/Equipment/Supervision:

3. The City of Manchester shall issue the individuals deputized pursuant to this agreement photo identification and badges in the name of the City of Manchester, NH.

4. The individuals deputized pursuant to this agreement shall use their law enforcement authority as a Deputy Sheriff only as directed by the Manchester Police Department.
5. The City of Manchester shall be responsible for equipping and training law enforcement officers deputized pursuant to this agreement.
6. City of Manchester, agrees that all deputized Manchester Police Department personnel shall be considered City of Manchester employees or agents and the City of Manchester shall be responsible for payment of all worker's compensation, unemployment, social security and other payroll taxes including contributions from them when required by law.
7. The Sheriff or his designee may suspend the law enforcement authority arising from deputation pursuant to this agreement at any time without cause.
8. Throughout the period of deputation, the deputized law enforcement officer shall remain an employee of the City of Manchester, NH and will remain subject to all applicable rules of conduct, performance, training and reporting requirements established by the City of Manchester, NH.
9. The Sheriff, without relinquishing his authority of supervision, hereby assigns authority to supervise arising from his power of appointment to the Manchester Police Department to the extent necessary for the City of Manchester, NH to exercise command and control over the law enforcement activities of the deputized individuals taken pursuant to or employment by the City of Manchester, NH.
10. At all times when acting under the direction of the City of Manchester, NH and acting within the scope of his or her official Manchester duties for the City of Manchester , NH and pursuant to the law enforcement authority arising from deputation pursuant to this agreement, the deputized law enforcement officers shall be an officer or official of the City of Manchester, NH and entitled to defense and indemnification against any claim or civil action brought against him or her when the City of Manchester is obligated to defend and indemnify the officer.
11. Whenever individuals deputized pursuant to this agreement exercise authority as a deputy sheriff, the City of Manchester, NH shall immediately notify the Hillsborough County Sheriff or his designee of the time, place, and details of said exercise of authority.
12. In the event that any law enforcement officer employed by the City of Manchester, NH and deputized pursuant to this agreement is suspended from duty or separated from employment, the City of Manchester is required to notify the Hillsborough County Sheriff or his designees within four (4) hours. Upon notice or information of any pending or actual disciplinary action and/or investigation or separation from employment, the Hillsborough County Sheriff, at his sole discretion, may suspend or terminate the individual's authority as a deputy sheriff.

13. The parties agree and understand that the Sheriff or his designee retains the authority to suspend, terminate or otherwise administratively remove any deputation under this agreement. The Sheriff agrees to notify the City of Manchester within 4 hours of such action.

Firearms Qualifications/Training:

14. The City of Manchester certifies that any individual employed by the Manchester Police Department that is proposed for deputation has successfully completed firearms training and qualifications, and use-of-force training within the past year, which satisfy the requirements of New Hampshire law and the regulations issued by the New Hampshire Police Standards and Training Council, including, but not limited to POL 404.03. The City of Manchester shall ensure that said training is updated annually and provide copies of said certifications within 30 days of submission of said information to the New Hampshire Police Standards and Training Council.

Evaluation of Suitability/Background Investigations

15. The City of Manchester shall provide the Hillsborough County Sheriff with a certification that the individuals proposed for deputation pursuant to this agreement is of suitable character and experience and that the requirements of New Hampshire law and New Hampshire Police Standards and Training Council regulations regarding background investigations and fitness for duty evaluations have been satisfied.
16. The Hillsborough County Sheriff or his designee shall, upon request, be granted full access to the personnel files and files of the New Hampshire Police Standards and Training Council of individuals proposed for deputation and/or deputized pursuant to this agreement and if, at the Sheriff's sole discretion, he determines that an individual is not suitable for deputation, said Hillsborough County Sheriff is under no obligation to deputize or revoke deputation of the individual and his decision shall be subject to defense and indemnification by the City of Manchester

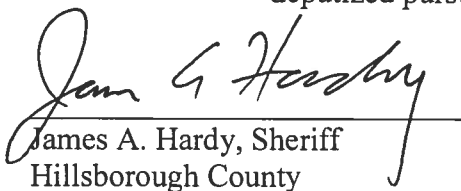
Insurance and Indemnification:

17. The City of Manchester shall provide worker's compensation benefits coverage in an amount sufficient to satisfy the requirements of RSA 281-A or any other applicable law. The parties agree that the Hillsborough County Sheriff shall not be responsible for providing worker's compensation benefits coverage for individuals deputized pursuant to this agreement.

18. The City of Manchester hereby agrees to protect, defend, indemnify and hold Hillsborough County and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by Hillsborough County arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees by Hillsborough County, death or damage to property (including property of Hillsborough County) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of the deputation of members of Manchester Police Department personnel. The City of Manchester agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at the sole expense of the City of Manchester, inclusive of all claims and demands that arise from or relate to the County or its Officials' jurisdiction, authority, role, actions, inactions, or alleged responsibilities in relation to deputized Manchester Police Department officers, as well as all claims which arise from or relate to the actions of the deputized officers themselves, regardless of the alleged capacity in which they acted.

The City of Manchester also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

This agreement is not intended to create any cause of action in favor of any third party against the City of Manchester or Hillsborough County or to enlarge in any way the City of Manchester's liability, but is intended solely to provide for indemnification of Hillsborough County and its Sheriff from defense costs and liability for damages or injuries third persons or property arising from the operations or activities involving Manchester Police Department personnel deputized pursuant to this agreement.


James A. Hardy, Sheriff
Hillsborough County

Theodore L Gatsas, Mayor
City of Manchester, NH

STATE OF NEW HAMPSHIRE
HILLSBOROUGH, SS.

On this ___ day of January 2013, personally appeared Theodore L. Gatsas, Mayor of the City of Manchester, NH in his official capacity, known to me to be individual whose name is subscribed to the foregoing agreement, and acknowledged that he executed same with the full authority for the purpose therein contained.

Before me,

Justice of the Peace/Notary Public

STATE OF NEW HAMPSHIRE
HILLSBOROUGH, SS.

On this 2nd day of January 2013, personally appeared James Hardy, Hillsborough County Sheriff in his official capacity, known to me to be individual whose name is subscribed to the foregoing agreement, and acknowledged that he executed same with the full authority for the purpose therein contained.

Before me,

Constance Beaulac
Justice of the Peace/Notary Public
CONSTANCE BEAULAC
★ NOTARY PUBLIC - NEW HAMPSHIRE ★
My Commission Expires February 13, 2013

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that the department travel/conference summary reports have been accepted.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



Manchester·Boston
REGIONAL AIRPORT

**City of Manchester Department of Aviation
Manchester · Boston Regional Airport**

Travel/Conference Summary Form

Name: Mark Brewer & Tom Malafronte

Purpose of Travel: Air Service - USAir

Dates: December 10 & 11, 2012;

Rescheduled from 10/29 & 30 Hurricane Sandy

Location: Phoenix, AZ

Summary of meeting or conference agenda

Annual meeting with US Airways Network Planning Team to review the performance of current flights and discuss opportunities for the future.

**A COPY OF THIS COMPLETED FORM WILL BE SUBMITTED TO THE CITY
CLERK'S OFFICE FOR DISTRIBUTION TO BOARD OF MAYOR AND ALDERMEN**



Manchester·Boston

REGIONAL AIRPORT

City of Manchester Department of Aviation
Manchester · Boston Regional Airport

Travel/Conference Summary Form

Name: Paul M Mueller *PM* Department: Aviation - Security
Purpose of Travel: National Aviation Security Summit
Date(s) of Travel: December 10 through December 11, 2012
Location: Washington, DC

Summary of meeting or conference agenda:

Inclement weather at the conference site resulted in flight delays and inability to attend the first day of the two day conference. Conference registration, flight and hotel accommodations were cancelled. All travel costs were reimbursed to the airport.

Information learned

N/A

A COPY OF THIS COMPLETED FORM WILL BE SUBMITTED TO THE CITY CLERK'S
OFFICE FOR DISTRIBUTION TO BOARD OF MAYOR AND ALDERMEN

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the following Finance Department reports:

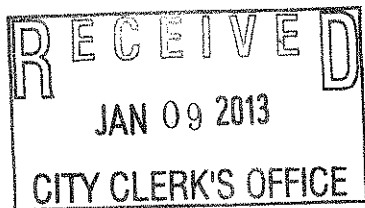
- Accounts Receivable over 90 days
- Aging Report
- Outstanding Receivables

(Unanimous vote)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

January 9, 2013

Committee on Accounts, Enrollment & Revenue Administration
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a listing of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

The Airport has a \$1,490,508 Federal Grant receivable for Solar Project #89. The FAA has committed to the project however there are a few pending issues to be resolved. A payment date has not been set.

In summary, outstanding receivables over 90 days total \$2,750,786.22 of \$4,259,214.08 billed. Last month outstanding receivables totaled \$3,184,551.97 out of \$4,720,448.02 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,


Lisa M. Sorenson

Financial Analyst
Enc.

**Summary of Accounts Receivable Over 90 Days
by Department - with Previous Month's Comparative**

	<u>Dept Code</u>	<u>1/9/2013</u>	<u>12/10/2012</u>	
Airport *	25	\$ 1,944,326.33	\$ 1,900,959.23	
EPD	27	\$ 9,880.83	\$ 30,311.52	
Parking Department	52	\$ 23,484.32	\$ 23,615.88	
Total Enterprise Funds		\$ 1,977,691.48	\$ 1,954,886.63	
Central Fleet Management	23			
Finance	10	\$ 2,005.12		
Fire Department	30	\$ 19,053.48	\$ 454,927.00	
Highway	50, 51	\$ 690,331.59	\$ 19,225.55	
Parks & Recreation	65	\$ 4,740.43	\$ 692,363.38	
Planning & Community Development	CE	\$ 36,236.07	\$ 7,079.30	
Police Department	33,34,35,36	\$ 20,728.05	\$ 36,989.98	
Total General Fund		\$ 773,094.74	\$ 19,080.13	
Total Receivables Over 90 Days		\$ 2,750,786.22	\$ 1,229,665.34	
General Fund receivables over \$10,000 by customer				<u>Explanation of Charges</u>
State of New Hampshire	10		\$ 454,927.00	Annual Meals & Rooms 6/30 receivable - payment received 12/28/12
State of New Hampshire	50	\$ 16,632.00		Labor reimbursement for Kelley St Bridge Project
Corcoran Environmental	50	\$ 24,182.43	\$ 24,182.43	Landfill Lease Payments
National Grid	50	\$ 641,082.50	\$ 641,082.50	Roadway Degradation Fees - In Litigation
Total by customer		\$ 681,896.93	\$ 1,120,191.93	
Total General Fund receivables over 90 days less over \$10,000		\$ 91,197.81	\$ 109,473.41	
Enterprise Collection Rate		31%	27%	
General Fund Collection Rate		46%	41%	

* Includes \$1,490,508 Federal Grants - FAA reimbursement invoice

City of Manchester - Aging Summary as of 1-9-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS DUE	31 - 60 DAYS DUE	61 - 90 DAYS DUE	OVER 90 DAYS DUE
17600	CE	211-213 WOODBURY ST CON	109.30	1.43	1.43	1.43	1.43	103.58
15581	CE	234 MERRIMACK ST, LLC	173.12	1.96	1.96	1.96	1.96	165.28
16806	CE	345-347 CENTRAL ST REAL	275.85	3.39	3.39	3.39	3.39	262.29
17588	CE	385 MANCHESTER STREET T	69.10	0.91	0.91	0.91	0.91	65.46
13108	CE	412-414 KELLY ST, LLC	817.10	8.06	8.06	8.06	8.06	784.86
17009	CE	AHMEDAMIN, SANDRA	205.84	2.56	2.56	2.56	2.56	195.60
16444	CE	AZZO, RITA	395.75	4.75	4.75	4.75	4.75	376.75
17825	CE	BELIVEAU, DAN	675.64	8.96	8.96	8.96	8.96	639.80
18324	CE	BENNETT, PAMELA J	196.26	2.71	2.71	2.71	2.71	185.42
18280	CE	BERLINGUETTE, RICHARD B	436.06	6.01	6.01	6.01	6.01	412.02
13228	CE	BESSETTE, MARC S	181.88	1.82	1.82	1.82	1.82	174.60
17804	CE	BOLIEIRO, JOSE L	147.64	1.96	1.96	1.96	1.96	139.80
16482	CE	BRIGHAM, RICKY	194.78	2.34	2.34	2.34	2.34	185.42
16914	CE	CASSIDY, KRISTINE E	3.98	0.06	0.00	0.00	0.00	3.92
17563	CE	CGL PROPERTIES, LLC	563.70	7.37	7.37	7.37	7.37	534.22
16989	CE	CGL PROPERTIES, LLC	1,458.96	18.14	18.14	18.14	18.14	1,386.40
16407	CE	CGL PROPERTIES, LLC	2,207.37	27.07	27.07	27.07	27.07	2,099.09
16988	CE	CGL PROPERTIES, LLC	3,219.30	39.95	39.95	39.95	39.95	3,059.50
13190	CE	CRUZ, MARIA	321.59	3.23	3.23	3.23	3.23	308.67
17978	CE	DAHL, THOMAS A	364.20	4.90	4.90	4.90	4.90	344.60
18581	CE	DAMICO, CHERYL A	249.12	3.53	3.53	3.53	3.53	235.00
16261	CE	DELISLE HAVEE, VIVIAN L	120.74	1.43	1.43	1.43	1.43	115.02
17896	CE	DELUCA, DOMINIC	107.87	1.43	1.43	1.43	1.43	102.15
18480	CE	DEMERS, JOHN P	139.80	1.96	1.96	1.96	1.96	131.96
13093	CE	DESPOU MOUTSIOLIS ESTA	454.55	5.93	5.93	5.93	5.93	430.83
15789	CE	DHLWAYO, LOVEMORE L	875.42	10.02	10.02	10.02	10.02	835.34
18217	CE	DIX, MEREDITH F	105.01	1.43	1.43	1.43	1.43	99.29
15284	CE	FALLAH, ELAINE B	177.04	1.96	1.96	1.96	1.96	169.20
18694	CE	FILIP, MARK D REVOC TR	153.72	2.18	2.18	2.18	2.18	145.00
14592	CE	FLANDERS, ALICIA	133.61	1.43	1.43	1.43	1.43	127.89
17791	CE	FORAND, JEANNINE	107.87	1.43	1.43	1.43	1.43	102.15
18654	CE	GICHANA, DENNIS O	323.36	4.59	4.59	4.59	4.59	305.00
17490	CE	GRAMA, MARIAN	609.90	7.99	7.99	7.99	7.99	577.94
16919	CE	GRIMARD, MICHELE M	115.02	1.43	1.43	1.43	1.43	109.30
13501	CE	GROUX, ROLAND R SR	246.84	2.48	2.48	2.48	2.48	236.92

City of Manchester - Aging Summary as of 1-9-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	'1-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
18676	CE	HELPING HANDS OUTREACH	1,054.80	14.95	14.95	14.95	14.95	995.00
16740	CE	HEWETT, DANIEL H	429.05	5.27	5.27	5.27	5.27	407.97
12309	CE	HOLDEN, CHARLES E	149.34	1.43	1.43	1.43	1.43	143.62
12749	CE	HUSSEIN, MOGAHID	193.04	1.89	1.89	1.89	1.89	185.48
12290	CE	HUSSEY, MARK S	746.70	7.15	7.15	7.15	7.15	718.10
18785	CE	JGDB REALTY, LLC	62.73	0.91	0.91	0.91	0.00	60.00
17486	CE	JOHNS, JOSEPH	466.00	6.10	6.10	6.10	6.10	441.60
12271	CE	JOSELITO MANGUAL	192.68	1.88	1.88	1.88	1.88	185.16
12271	CE	JOSELITO MANGUAL	1,469.66	14.07	14.07	14.07	14.07	1,413.38
14274	CE	JUBREY, TIFFANY	294.61	3.09	3.09	3.09	3.09	282.25
13801	CE	KABAMBA, MPESAMONJI	176.11	1.81	1.81	1.81	1.81	168.87
18868	CE	KASA, DANIEL	151.54	2.18	2.18	2.18	0.00	145.00
17507	CE	KICKHAM, CHARLES	546.40	7.14	7.14	7.14	7.14	517.84
17437	CE	KICKHAM, CHARLES	937.40	12.24	12.24	12.24	12.24	888.44
18372	CE	KILGORE, SCOTT C	659.60	9.10	9.10	9.10	9.10	623.20
16825	CE	KIM BERLINGUETTE	472.15	5.81	5.81	5.81	5.81	448.91
17454	CE	LACROIX, RUDOLPH	408.60	5.36	5.36	5.36	5.36	387.16
18796	CE	LANGLEY, DAVID R	209.06	3.02	3.02	3.02	0.00	200.00
17073	CE	LAPIERRE, BRIAN A	143.53	1.81	1.81	1.81	1.81	136.29
18608	CE	LAVOIE, LEO SR	100.72	1.43	1.43	1.43	1.43	95.00
17393	CE	LEAVITT, JOHN A	233.22	3.02	3.02	3.02	3.02	221.14
13639	CE	LEMIRE, ROBERT	214.76	2.18	2.18	2.18	2.18	206.04
18656	CE	LENOX, VINCENT & JENNIF	641.44	9.11	9.11	9.11	9.11	605.00
18763	CE	LMC PARTNERS, LLC	135.88	1.96	1.96	1.96	0.00	130.00
17105	CE	LORTIE, RONALD	424.55	5.35	5.35	5.35	5.35	403.15
18413	CE	LOUGEE, JILLIAN M	64.55	0.91	0.91	0.91	0.91	60.91
18080	CE	MACDONALD, MATTHEW G	105.01	1.43	1.43	1.43	1.43	99.29
18518	CE	MACKENZIE, BERT	63.17	0.93	0.00	0.00	0.00	62.24
17281	CE	MACKENZIE, BERT S	429.46	6.36	0.00	0.00	0.00	423.10
15033	CE	MACLEOD, PAULA A	130.75	1.43	1.43	1.43	1.43	125.03
16987	CE	MARTIN, MARKIEKE S	302.78	3.77	3.77	3.77	3.77	287.70
17981	CE	MARTINEZ, ROBERTO	145.68	1.96	1.96	1.96	1.96	137.84
16462	CE	MCFARLAND, DOUGLAS J	119.31	1.43	1.43	1.43	1.43	113.59
18764	CE	MCNEIL, VICTOR SCOTT	151.54	2.18	2.18	2.18	0.00	145.00
18309	CE	MILLER, SAUL B	218.06	3.01	3.01	3.01	3.01	206.02

City of Manchester - Aging Summary as of 1-9-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	1 - 30 DAYS DUE	31 - 60 DAYS DUE	61 - 90 DAYS DUE	OVER 90 DAYS DUE
18585	CE	MORIN, WILLIAM G	519.48	7.37	7.37	7.37	7.37	490.00
18016	CE	MOUTSIOLIS, GEORGE	246.48	3.31	3.31	3.31	3.31	233.24
17788	CE	NSG REALTY INC	1,294.26	17.14	17.14	17.14	17.14	1,225.70
17176	CE	OKELLO, JAMES	185.42	2.34	2.34	2.34	2.34	176.06
17573	CE	OTL PROPERTY #2 LLC	149.60	1.96	1.96	1.96	1.96	141.76
17574	CE	OTL PROPERTY #2 LLC	149.60	1.96	1.96	1.96	1.96	141.76
17257	CE	PAPPAS, ROBERT A	242.08	3.09	3.09	3.09	3.09	229.72
18278	CE	PARKER, KEVIN J	223.54	3.09	3.09	3.09	3.09	211.18
14611	CE	PATTERSON, JOYCE L	239.12	2.56	2.56	2.56	2.56	228.88
13986	CE	PODZIC, RASIM	210.40	2.18	2.18	2.18	2.18	201.68
13968	CE	PRED, GHEORGHE	137.90	1.43	1.43	1.43	1.43	132.18
16956	CE	RAKIS-LAMBROULIS, POTOU	435.74	5.41	5.41	5.41	5.41	414.10
16527	CE	RAMADAN, AMAL	161.36	1.96	1.96	1.96	1.96	153.52
12671	CE	RAMIREZ, MIGUEL	373.94	3.62	3.62	3.62	3.62	359.46
17306	CE	RICARD, ERNEST H	238.99	3.09	3.09	3.09	3.09	226.63
13055	CE	ROCHE, TRACY MURPHY	257.54	2.79	2.79	2.79	2.79	246.38
13054	CE	ROCHE, TRACY MURPHY	508.00	5.50	5.50	5.50	5.50	486.00
13217	CE	ROUSSEAU, DONALD	355.02	3.53	3.53	3.53	3.53	340.90
12332	CE	SCHAEFER PROPERTIES LLC	1,398.06	13.37	13.37	13.37	13.37	1,344.58
18570	CE	SCHEFER, DAVID	100.72	1.43	1.43	1.43	1.43	95.00
18542	CE	SILVA, FRANCISCA	467.75	6.55	6.55	6.55	6.55	441.55
15449	CE	SINGER, PATRICIA	195.14	2.18	2.18	2.18	2.18	186.42
15124	CE	SMITH, DOROTHY M	129.32	1.43	1.43	1.43	1.43	123.60
14953	CE	SOULIOS, STEVE	647.00	7.08	7.08	7.08	7.08	618.68
18579	CE	SUPRENANT, ROBERT	116.64	1.66	1.66	1.66	1.66	110.00
17259	CE	THERIAULT-PETRO, JENNIF	295.24	3.77	3.77	3.77	3.77	280.16
18687	CE	TORRES, JOSE A	100.72	1.43	1.43	1.43	1.43	95.00
17050	CE	WATTS, RICHARD P	274.98	3.46	3.46	3.46	3.46	261.14
15108	CE	WELLS, GERRY M	231.44	2.56	2.56	2.56	2.56	221.20
CE - CODE ENFORCEMENT TOTALS			38,066.65	465.72	458.37	458.37	448.12	36,236.07
29	23	MANCHESTER CITY SOLICIT	2,852.59	740.00	0.00	0.00	410.00	1,702.59
11485	23	MANCHESTER PARKING DIVI	1,057.63	477.65	0.00	0.00	277.45	302.53
23 - CENTRAL FLEET MANAGEMENT TOTALS			3,910.22	1,217.65	0.00	0.00	687.45	2,005.12

City of Manchester - Aging Summary as of 1-9-13

CUST ID	TYPE	NAME	TOTAL	CURRENT	1 - 30 DAYS DUE	31 - 60 DAYS DUE	61 - 90 DAYS DUE	OVER 90 DAYS DUE
3505	25	AVIATION ASSOCIATES-AVI	2,620.72	1,647.10	0.00	973.58	0.00	0.04
5481	25	BLUE SKY TRANSPORTATION	25.00	0.00	0.00	0.00	0.00	25.00
5556	25	BRISTOL TOURS INC	25.00	0.00	0.00	0.00	0.00	25.00
7088	25	CHAUTAUQUA AIRLINES	3,727.29	0.00	0.00	0.00	0.00	3,727.29
14438	25	COMMUTAIR, INC	8,034.71	499.91	0.00	0.00	666.54	6,868.26
3613	25	CONTINENTAL AIR	137,309.40	75,389.75	0.00	0.00	0.00	61,919.65
5370	25	DANIELLE'S SEDAN SERVIC	25.00	0.00	0.00	0.00	0.00	25.00
3675	25	ENTERPRISE RENT A CAR C	16,367.39	11,911.50	0.00	0.00	0.00	4,455.89
14028	25	EXPRESSJET DBA UNITED E	106,298.35	64,350.32	0.00	0.00	41,923.03	25.00
5143	25	FEDERAL GRANTS 1999	1,916,946.55	410,852.25	0.00	0.00	15,586.30	1,490,508.00
10369	25	GOJET AIRLINES	19,661.82	0.00	0.00	0.00	0.00	19,661.82
3731	25	HANGAR 5 INC	1,842.51	639.51	0.00	0.00	0.00	1,203.00
3734	25	HANGAR TEN ASSOC	1,914.02	957.01	0.00	0.00	0.00	957.01
3736	25	HERTZ CORP-PROP & CONCE	21,937.72	21,329.03	0.00	177.35	123.09	308.25
3738	25	HIGHLANDER INN-MERCHANT	25.00	0.00	0.00	0.00	0.00	25.00
3797	25	L & M VENDING & AMUSEME	31,292.85	0.00	0.00	1,666.67	1,666.67	27,959.51
18257	25	MERCHANTS AUTOMOTIVE GR	5,599.98	1,866.66	0.00	933.33	933.33	1,866.66
7594	25	MISCELLANEOUS CUSTOMER	2,119.00	653.00	0.00	0.00	580.00	886.00
14944	25	NH AUTO RENTAL, INC (PA	245.86	216.54	0.00	0.00	0.07	29.25
8197	25	PINNACLE AIRLINES INC	34,523.85	17,025.75	0.00	0.00	0.00	17,498.10
17931	25	SECURITYPOINT MEDIA, LL	2,518.60	0.00	0.00	0.00	0.00	2,518.60
15336	25	TSA/HSTS05-10-RES401	25,417.98	16,635.90	0.00	4,119.48	0.00	4,662.60
4053	25	UNITED AIRLINES	320,046.94	27,191.46	0.00	0.00	0.00	292,855.48
4058	25	USAIRWAYS INC	115,310.11	112,053.11	0.00	0.00	0.00	3,257.00
4077	25	WIGGINS AIRWAYS	21,326.72	18,267.80	0.00	0.00	0.00	3,058.92
25 - AIPOPT TOTALS			2,795,162.37	781,486.60	0.00	7,870.41	61,479.03	1,944,326.33
12798	27	ANYTIME SEPTIC SERVICES	762.64	0.00	0.00	0.00	0.00	762.64
6124	27	DANS SEPTIC INSPECTION	8,476.02	0.00	0.00	316.55	0.00	8,159.47
11591	27	DRAIN MASTERS INC.	798.72	0.00	0.00	0.00	0.00	798.72
18185	27	EST	160.00	0.00	0.00	0.00	0.00	160.00
27- EPD TOTALS			10,197.38	0.00	0.00	316.55	0.00	9,880.83
14051	30	105 -127 PLEASANT ST RE	215.25	4.50	0.00	2.25	2.25	206.25
15768	30	43 WALNUT ST REALTY TRU	1,122.40	497.20	0.00	8.60	8.60	608.00

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CUST ID	TYPE	NAME	TOTAL	CURRENT	1-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
15869	30	AMERICAN PROPERTY MGT	650.00	15.00	0.00	7.50	7.50	620.00
4482	30	AMOSKEAG INN	1,111.20	494.40	0.00	7.20	7.20	602.40
13571	30	AT & T	34.67	0.50	0.00	0.25	0.25	33.67
7791	30	BILETCH, MARK	1,032.00	494.40	0.00	7.20	7.20	523.20
1378	30	CHARLES TSIATSIOS TRUST	1,210.85	483.98	0.00	1.99	1.99	722.89
18213	30	COLE-BRUCE, PAMELA	904.40	24.90	0.00	12.45	12.45	854.60
1446	30	HELPING HANDS OUTREACH	1,566.40	506.40	0.00	13.20	13.20	1,033.60
16305	30	JOSEPH EQUIPMENT CO	1,486.00	506.40	0.00	13.20	13.20	953.20
7137	30	JOSHUA IRREVOCABLE TRUS	2,809.03	528.36	0.00	24.18	24.18	2,232.31
12093	30	KU2 ENTERPRISES, LLC	956.60	487.30	0.00	3.65	3.65	462.00
17861	30	LACROIX, LUCIEN D	345.73	9.14	0.00	4.57	4.57	327.45
17580	30	MAHMOTORIC, MUHAREM	1,032.00	494.40	0.00	7.20	7.20	523.20
853	30	MANCHESTER - QC LLC	1,162.00	497.40	0.00	8.70	8.70	647.20
10993	30	MCDADDE PROPERTIES, LLC	650.00	15.00	0.00	7.50	7.50	620.00
17794	30	MITCHELL, JOHN F	397.25	10.50	0.00	5.25	5.25	376.25
14589	30	MORALES, ANGEL	591.89	12.64	0.00	6.32	6.32	566.61
588	30	NATIONAL TIRE WHOLESale	609.38	481.86	0.00	0.93	0.93	125.66
3202	30	NOTRE DAME PROPERTIES	1,468.90	35.40	0.00	17.70	17.70	1,398.10
14052	30	NUNEZ, JOSE G	1,058.07	21.90	0.00	10.95	10.95	1,014.27
5241	30	OVEN POPPERS	107.50	3.00	0.00	1.50	1.50	101.50
5603	30	PROTECTION ONE	1,840.00	48.00	0.00	24.00	24.00	1,744.00
13888	30	RODRIGUEZ, JOSE	404.58	8.28	0.00	4.14	4.14	388.02
1398	30	SEARS ROEBUCK COMPANY	1,032.00	494.40	0.00	7.20	7.20	523.20
1571	30	SOUTHERN NH SERVICES	2,160.00	1,920.00	0.00	0.00	0.00	240.00
11735	30	STONE TERRACE CONDOMINI	2,368.70	721.40	0.00	20.70	20.70	1,605.90
30 - FIRE TOTALS			28,326.80	8,816.66	0.00	228.33	228.33	19,053.48
3031	33	STATE OF NH ATTORNEY GE	1,098.15	0.00	0.00	0.00	0.00	1,098.15
4301	33	US DEPARTMENT OF JUSTIC	12,570.61	12,116.19	0.00	0.00	255.22	199.20
11851	34	DAVID FARWELL CONSTRUCT	2,012.95	40.38	0.00	20.19	20.19	1,932.19
17534	34	GAMACHE, D	657.48	17.16	0.00	8.58	8.58	623.16
16425	34	JOKERS SPORTS BAR	809.48	0.00	0.00	18.69	37.38	753.41
13446	34	KGL BUILDERS	879.68	19.84	0.00	9.92	9.92	840.00
18609	34	LIBERTY UTILITIES, INC	22,206.89	9,394.56	0.00	0.00	4,023.88	8,788.45
302	34	NATIONAL GRID	5,127.17	0.00	0.00	0.00	0.00	5,127.17

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CUST ID	TYPE	NAME	TOTAL	CURRENT	1 -30 DAYS DUE	31 -60 DAYS DUE	61 -90 DAYS DUE	OVER 90 DAYS DUE
9541	34	TASCHEREAU INVESTMENT	1,404.41	36.62	0.00	18.31	18.31	1,331.17
18634	35	BOOKER LAW OFFICE, PC	10.60	0.30	0.00	0.15	0.15	10.00
454	35	MOQUIN & DALEY PA	20.60	10.30	0.00	0.15	0.15	10.00
9557	36	AMICA	0.52	0.02	0.00	0.00	0.00	0.50
18634	36	BOOKER LAW OFFICE, PC	5.32	0.16	0.00	0.08	0.08	5.00
6343	36	GETMAN, SHULTHESS & STE	6.45	0.18	0.00	0.09	0.09	6.09
18114	36	NORFIELD ASSOCIATES, IN	3.73	0.10	0.00	0.05	0.02	3.56
33, 34, 35, 36 - POLICE TOTALS			46,814.04	21,635.81	0.00	76.21	4,373.97	20,728.05
17145	50	3R'S HOME REPAIR	121.45	2.30	0.00	1.15	1.15	116.85
16039	50	ANDRE, DAMIAN P	46.95	1.10	0.00	0.55	0.55	44.75
15020	50	BELAND, STEVEN H	155.50	3.40	0.00	1.70	1.70	148.70
14956	50	BELIVEAU, DUSTIN R	63.00	0.72	0.00	0.36	0.36	61.56
3232	50	BOLDUC, DAVID	0.72	0.00	0.00	0.00	0.00	0.72
10962	50	BRULE PROPERTY MANAGEME	1,441.31	31.70	0.00	15.85	15.85	1,377.91
10626	50	CORCORAN ENVIRONMENTAL	24,182.43	0.00	0.00	0.00	0.00	24,182.43
16882	50	FORTIN, BENJAMIN J	88.72	1.46	0.00	0.73	0.73	85.80
16313	50	GOODNO, SANDRA MARIE	94.21	2.26	0.00	1.13	1.13	89.69
3204	50	GRANITE STATE MANUFACTU	181.56	59.29	0.00	90.00	0.00	32.27
10356	50	HAMMOND, RICHARD	68.86	1.76	0.00	0.88	0.88	65.34
13738	50	HEBERT, BRIAN D	108.41	2.22	0.00	1.11	1.11	103.97
15838	50	JBL PROPERTIES LLC	321.20	6.72	0.00	3.36	3.36	307.76
18338	50	JOHNSON, CARL	57.80	1.60	0.00	0.80	0.80	54.60
16998	50	KENNEY, JAMES	95.34	1.62	0.00	0.81	0.81	92.10
13446	50	KGL BUILDERS	1,275.59	8.48	0.00	4.24	4.24	1,258.63
15230	50	KOEHLER, DONALD T	144.90	3.20	0.00	1.60	1.60	138.50
18378	50	KUBA, NICHOLAS G	162.44	4.48	0.00	2.24	2.24	153.48
18445	50	LANDRY, THOMAS P	52.15	1.46	0.00	0.73	0.73	49.23
15121	50	LAWRENCE, KETURAH M	140.78	2.44	0.00	1.22	1.22	135.90
18549	50	LEPINE, WILLIAM	45.05	0.42	0.00	0.21	0.21	44.21
18609	50	LIBERTY UTILITIES, INC	335,154.38	305,782.82	0.00	24,481.52	3,033.72	1,856.32
10043	50	LIMFAR COMMUNICATIONS	543.28	12.26	0.00	6.13	6.13	518.76
18394	50	MACLEAN, KURT P	115.05	3.22	0.00	1.61	1.61	108.61
3109	50	NATIONAL GRID	922,752.50	281,670.00	0.00	0.00	0.00	641,082.50
16316	50	NUNEZ, JOSE A	100.40	2.40	0.00	1.20	1.20	95.60

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CUST ID	TYPE	NAME	TOTAL	CURRENT	'1 -30 DAYS DUE	31 - 60 DAYS DUE	61 - 90 DAYS DUE	OVER 90 DAYS DUE
17279	50	PEREZ, ENRIQUE	51.92	1.32	0.00	0.66	0.66	49.28
15468	50	PERRY, MICHAEL J	52.25	0.50	0.00	0.25	0.25	51.25
15386	50	PETERSON, BENJAMIN A	24.48	0.54	0.00	0.27	0.27	23.40
6646	50	QUEEN CITY REMODELING	584.85	16.10	0.00	8.05	8.05	552.65
16772	50	RICARD, DUANE	196.28	3.76	0.00	1.88	1.88	188.76
5184	50	ROBERT DUMAS CARPENTRY	132.93	2.82	0.00	1.41	1.41	127.29
16336	50	SAPIENZA, MATTHEW J	20.75	0.50	0.00	0.25	0.25	19.75
16038	50	SAYBALL, MARK A	83.62	1.96	0.00	0.98	0.98	79.70
15666	50	SOUCY JR, ANDRE R	34.58	0.78	0.00	0.39	0.39	33.02
15353	50	SQUIBB, CARRIE L	51.02	0.46	0.00	0.23	0.23	50.10
8277	50	ST CYR, JOSEPH	3.78	0.00	0.00	1.26	1.26	1.26
4091	50	STATE OF NEW HAMPSHIRE	16,632.00	0.00	0.00	0.00	0.00	16,632.00
8041	50	SYKES, WILLIAM	1.30	1.10	0.00	0.00	0.00	0.20
18806	50	THERRIEN, MAURICE	31.35	0.90	0.00	0.45	0.00	30.00
18766	50	VARELA, OSCAR A. AVINA	42.86	1.24	0.00	0.62	0.00	41.00
16995	50	VEINOTTE, BRETT A	24.20	0.60	0.00	0.30	0.30	23.00
15058	50	WEINRICH, TIMOTHY D	97.00	2.12	0.00	1.06	1.06	92.76
18339	50	WEYHERBY, ERIC D	80.66	2.22	0.00	1.11	1.11	76.22
17215	50	ZAJAC, JONATHAN S	56.64	1.44	0.00	0.72	0.72	53.76
50 - HIGHWAY TOTALS			1,305,716.45	587,645.69	0.00	24,639.02	3,100.15	690,331.59
16225	52	AGUIRRE, CARLOS	111.25	3.00	0.00	1.50	1.50	105.25
17229	52	ALI, KERRY	127.09	1.89	0.00	0.00	0.00	125.20
12159	52	AMPED UP TOBACCO & ACCE	68.86	1.36	0.00	0.00	45.00	22.50
16052	52	BAJA' CALIFORNIA CANTIN	194.97	5.26	0.00	2.63	2.63	184.45
16902	52	BASLER, KATHERINE	46.36	1.36	0.00	0.00	0.00	45.00
16173	52	BASNAR, ANGELA	78.41	2.28	0.00	0.00	0.00	76.13
11429	52	BEHERA, RAJIB	136.39	45.70	0.00	45.00	45.00	0.69
7162	52	BIG BROTHERS BIG SISTER	108.25	3.00	0.00	1.50	1.50	102.25
4802	52	BRAGEN REPORTING ASSOC.	150.00	0.00	0.00	0.00	0.00	150.00
5810	52	BROCHU, MARIE	205.76	5.17	0.00	1.46	50.71	148.42
18336	52	CAMARATA, AL	50.00	0.00	0.00	0.00	0.00	50.00
17067	52	CAMPONO, ANTHONY	4.57	0.07	0.00	0.00	0.00	4.50
14495	52	CLEMENT, SHARMAINE	408.00	9.00	0.00	4.50	4.50	390.00
15281	52	CLOW, JENNIFER	296.40	6.80	0.00	3.40	3.40	282.80

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CUST ID	TYPE	NAME	TOTAL	CURRENT	1 -30 DAYS DUE	31 -60 DAYS DUE	61 -90 DAYS DUE	OVER 90 DAYS DUE
15589	52	COMCAST	699.98	631.58	0.00	0.79	0.79	66.82
11847	52	D&D CABINETS	122.87	3.16	0.00	1.58	1.58	116.55
14312	52	DECOSTA, GERARD	660.98	14.98	0.00	7.49	7.49	631.02
15717	52	DOLLARD, STEPHANIE	55.25	1.50	0.00	0.75	0.75	52.25
7449	52	DUNKIN DONUTS - ELM	56.00	1.50	0.00	0.75	0.75	53.00
11715	52	DUVAL, SANDRA	55.77	1.50	0.00	0.75	0.75	52.77
17751	52	ENGLISH III, BEN	111.25	3.00	0.00	1.50	1.50	105.25
13992	52	ERVIN, MELISSA	39.47	0.64	0.00	0.32	0.32	38.19
16172	52	FARIA, MATTHEW	129.07	3.38	0.00	1.69	1.69	122.31
17845	52	FLANNERY, KATHLEEN	55.25	1.50	0.00	0.75	0.75	52.25
13506	52	GIBNEY, EVELYN	402.66	9.20	0.00	4.60	4.60	384.26
13932	52	GODSEY, ADAM	71.00	1.50	0.00	0.75	0.75	68.00
15791	52	GRADY, ASHLEY	10,769.61	245.70	0.00	122.85	122.85	10,278.21
15099	52	GRIFFIN, PAUL	296.40	6.80	0.00	3.40	3.40	282.80
17840	52	HAGGERTY, ANDREW	55.25	1.50	0.00	0.75	0.75	52.25
12547	52	HAMEL, LINDSAY	68.00	1.50	0.00	0.75	0.75	65.00
15045	52	HANDRAHAN, MICHELLE	51.80	1.36	0.00	0.68	0.68	49.08
14184	52	HORAN, EDWARD	488.68	10.72	0.00	5.36	5.36	467.24
12063	52	JACKSON, VECENA	944.78	17.48	0.00	8.74	8.74	909.82
14496	52	JACOBSEN, MARK	367.92	8.16	0.00	4.08	4.08	351.60
14406	52	JONES, DARREN	478.25	10.50	0.00	5.25	5.25	457.25
18334	52	KAHL, RACHEL	204.50	3.75	0.00	50.75	50.00	100.00
11512	52	KANE, KIM	120.60	2.72	0.00	1.36	1.36	115.16
15669	52	KARAGIANNIS, ANGELO	150.00	0.00	0.00	0.00	0.00	150.00
17619	52	KHALAF, ROMEL	204.50	3.75	0.00	50.75	50.00	100.00
14464	52	KITCHENS, KRISTOPHER	341.50	7.50	0.00	3.75	3.75	326.50
18567	52	LAVOIE, NOELLE	152.25	2.25	0.00	50.00	50.00	50.00
13238	52	LAYLAND, BENJAMIN	309.75	6.78	0.00	3.39	3.39	296.19
13015	52	LEARY, LAURA	46.36	1.36	0.00	0.00	0.00	45.00
12122	52	LENTINI, KALEY	206.25	4.50	0.00	2.25	2.25	197.25
11411	52	LOGIOTATOS, CHARLIE	96.23	1.71	0.00	0.00	75.00	19.52
16993	52	MAILLEY, YVETTE	289.00	7.50	0.00	3.75	3.75	274.00
18386	52	MCCARTHY, SEAN	208.25	5.25	0.00	1.50	50.75	150.75
14478	52	MCGINLEY, LEA	338.50	7.50	0.00	3.75	3.75	323.50
18327	52	MCLOUGHLIN, AMANDA	262.00	6.75	0.00	2.25	51.50	201.50

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CUST ID	TYPE	NAME	TOTAL	CURRENT	'1 -30 DAYS DUE	31 - 60 DAYS DUE	61 - 90 DAYS DUE	OVER 90 DAYS DUE
11714	52	MEEHAN ARCHITECTS	454.77	8.00	0.00	4.00	4.00	438.77
16077	52	MERLIN'S ULTIMATE IMAGE	151.32	4.08	0.00	2.04	2.04	143.16
15988	52	MESSIER, ANGELA	194.79	4.78	0.00	2.39	2.39	185.23
15972	52	MORAN, ELLEN	276.08	4.08	0.00	0.00	50.00	222.00
16063	52	O'BRIEN KENNETH	413.75	10.50	0.00	5.25	5.25	392.75
15065	52	O'BRIEN, BRIAN E	328.75	7.50	0.00	3.75	3.75	313.75
13031	52	OGLE, PATRICK	144.25	3.00	0.00	1.50	1.50	138.25
16403	52	RAO, LORRAINE	55.25	1.50	0.00	0.75	0.75	52.25
14456	52	ROBINSON, LINDA	408.00	9.00	0.00	4.50	4.50	390.00
12097	52	ROSENBAUM, ROBERT	151.32	4.08	0.00	2.04	2.04	143.16
14608	52	ROWELL, RICHARD	206.25	4.50	0.00	2.25	2.25	197.25
11398	52	SAWYER, NATHANIEL	52.25	1.50	0.00	0.75	0.00	50.00
16129	52	SHIRLEY, JAE	75.00	0.00	0.00	0.00	0.00	75.00
15064	52	SPAIN, JAMES	201.52	100.77	0.00	50.00	50.00	0.75
12109	52	ST LAURENT, KATHRYN	238.74	5.52	0.00	2.76	2.76	227.70
11135	52	TOMPKINS, GREG	80.28	2.24	0.00	1.12	1.12	75.80
17195	52	TOURIGNY, ALEX	84.79	2.26	0.00	1.13	1.13	80.27
14711	52	VARAGIANIS, CHRISTOPHER	338.50	7.50	0.00	3.75	3.75	323.50
9338	52	WAYMAN, GARY	117.72	3.16	0.00	1.58	1.58	111.40
14183	52	WEBER, ELAINE	560.04	12.24	0.00	6.12	6.12	535.56
17844	52	WHALEN, JAMES	16.38	0.46	0.00	0.23	0.23	15.46
13114	52	WYMAN, TONY	63.36	1.36	0.00	0.68	0.68	60.64
14349	52	WYW MANCHESTER, LLC	597.71	14.26	0.00	7.13	7.13	569.19
9504	52	Z RESTAURANT	101.50	1.50	0.00	0.00	50.00	50.00
52 - PARKING TOTALS			26,208.56	1,337.16	0.00	510.79	876.29	23,484.32
2905	65	DERRYFIELD RESTAURANT	4,022.00	0.00	0.00	0.00	0.00	4,022.00
17188	65	IM THIRSTY ENTERTAINMEN	726.00	18.00	0.00	9.00	9.00	690.00
4784	65	POST 79	18.01	0.00	0.00	0.00	12.38	5.63
5892	65	WGIR	45.60	0.00	0.00	0.00	22.80	22.80
65 - PARKS AND RECREATION TOTALS			4,811.61	18.00	0.00	9.00	44.18	4,740.43

GRAND TOTALS

\$4,259,214.08 \$1,402,623.29 \$458.37 \$34,108.68 \$71,237.52 \$2,750,786.22

City of Manchester
Accounts Receivable
Submissions for Solicitor's Review

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Total Outstanding	Explanation / Determination
4/4/2012	Police	David Farwell Construction	11851	9914372	11/25/2009	\$ 195.88	\$ 195.88	Solicitor's office is pursuing account.
4/4/2012	Police Code	David Farwell Construction	11851	9913612	11/18/2009	\$ 1,150.80	\$ 1,150.80	Solicitor's office is pursuing account.
9/7/2012	Enforcement Code	Bert Mackenzie	17281	9938116	10/26/2011	\$ 1,190.00	\$ 429.46	Making payments
9/7/2012	Enforcement Code	Bert Mackenzie	18112	9944312	4/6/2012	\$ 460.00	\$ -	Account paid in full 1/4/13
9/7/2012	Enforcement Code	CGL Properties	16407	9932570	5/13/2011	\$ 1,875.00	\$ 1,801.32	Sent to solicitors for further pursuit.
9/7/2012	Enforcement Code	CGL Properties	16988	9936193	8/25/2011	\$ 1,500.00	\$ 1,500.00	Sent to solicitors for further pursuit.
9/7/2012	Enforcement Code	CGL Properties	16989	9936194	8/25/2011	\$ 1,205.00	\$ 1,205.00	Sent to solicitors for further pursuit.
9/7/2012	Enforcement Code	CGL Properties, LLC	17563	9941705	1/5/2012	\$ 490.00	\$ 490.00	Sent to solicitors for further pursuit.
9/7/2012	Enforcement Code	Mangual Joselito	12271	9908523	6/4/2009	\$ 935.00	\$ 935.00	Sent to solicitors for further pursuit.
9/7/2012	Enforcement Code	Mangual Joselito	12271	9910518	8/7/2009	\$ 125.00	\$ 125.00	Sent to solicitors for further pursuit.
9/7/2012	Enforcement Code	NSG Realty Inc	17788	9942248	2/1/2012	\$ 1,140.00	\$ 1,140.00	Sent to solicitors for further pursuit.
9/7/2012	Enforcement	Shaffer Properties	12332	9908716	6/11/2009	\$ 890.00	\$ 890.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Notre Dame Properties	3202	9927531	1/1/2011	\$ 480.00	\$ 480.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Notre Dame Properties	3202	9942848	2/17/2012	\$ 700.00	\$ 700.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Protection One	5603	9941755	1/6/2012	\$ 1,600.00	\$ 1,600.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Stone Terrace Condominiums	11735	9941126	1/1/2012	\$ 680.00	\$ 680.00	Sent to solicitors for further pursuit.
9/7/2012	Fire	Stone Terrace Condominiums	11735	9942706	2/8/2012	\$ 700.00	\$ 700.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9923550	9/13/2010	\$ 291.50	\$ 291.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9923684	9/20/2010	\$ 192.00	\$ 192.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924005	10/4/2010	\$ 207.00	\$ 207.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924461	10/12/2010	\$ 94.50	\$ 94.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924628	10/18/2010	\$ 54.00	\$ 54.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9924919	11/1/2010	\$ 87.00	\$ 87.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	Brule Property Management	10962	9925369	11/8/2010	\$ 43.50	\$ 43.50	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9926996	12/10/2010	\$ 2,520.00	\$ 920.00	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9927030	12/13/2010	\$ 282.76	\$ 86.06	Sent to solicitors for further pursuit.

City of Manchester
Accounts Receivable
Submissions for Solicitor's Review

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Total Outstanding	Explanation / Determination
9/7/2012	Highway	KGL Builders	13446	9927030	12/13/2010	\$ 196.70	\$ 196.70	Sent to solicitors for further pursuit.
9/7/2012	Highway	KGL Builders	13446	9943389	3/2/2012	\$ 30.43	\$ 30.43	Sent to solicitors for further pursuit.
9/7/2012	Police	KGL Builders	13446	9926822	12/1/2010	\$ 203.52	\$ 203.52	Sent to solicitors for further pursuit.
9/7/2012	Police	KGL Builders	13446	9926954	12/8/2010	\$ 457.92	\$ 457.92	Sent to solicitors for further pursuit.
9/7/2012	Police	Taschrau Investment	9541	9940281	12/7/2011	\$ 1,221.31	\$ 1,221.31	Sent to solicitors for further pursuit.
						\$ 21,198.82	\$ 18,107.90	

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

The Committee on Accounts, Enrollment and Revenue Administration respectfully advises, after due and careful consideration, that it has accepted the City's Monthly Financial Reports (unaudited) for the first six months of fiscal year 2013.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



William E. Sanders
Finance Officer

CITY OF MANCHESTER

Finance Department

January 9, 2013

Committee on Accounts, Enrollment and Revenue Administration
C/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first six months of fiscal 2013.

Expenditures:

The average unobligated balance percentage after six months should be 50% as a benchmark. All departments except Information Systems and Central Fleet Management are within 10% of this benchmark. The overall unobligated percentage after six months is 48.4% for 2013 compared to 48.45% a year ago. Health insurance costs are tracking the 2013 budget through December. The severance reserve of \$700,000 has been fully expended. Street lighting costs thru December of \$821,000 are about \$130,000 above budget. A comparison of severance payouts thru December for FY 2013 and 2012 is as follows:

	<u>2013</u>	<u>2012</u>
Payments	\$ 881,958	\$ 271,973
Retirements		
Fire	12	6
Highway	6	2
Other	11	2
Total	<u>29</u>	<u>10</u>

Revenues:

Revenues for the first six months of fiscal 2013 are tracking lower than the same period a year ago. School charge backs are lagging behind by \$1,614,000 from last year due to timing differences. In fiscal 2012 the full year recycling revenue of \$230,000 was billed and recognized in July. In fiscal 2013 the revenue is billed and recognized on a monthly basis for a comparable annual amount. Auto registrations are \$225,000 higher than last year and are tracking to the full year budget. Revenues for the first six months of FY2012 also include a \$432,000 payment on the school book loan. The FY 2013 book loan was deferred until 2019 during the budget process.

Sincerely,

William E. Sanders
Finance Officer

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6460 • FAX: (603) 624-6549
E-mail: finance@manchesternh.gov • Website: www.manchesternh.gov

**CITY OF MANCHESTER
NEW HAMPSHIRE**



FINANCIAL REPORTS

**FOR THE SIX MONTHS ENDED
DECEMBER 31, 2012**

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE
PRELIMINARY FINANCIAL STATEMENTS
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FOR THE SIX MONTHS ENDED DECEMBER 31, 2012
(UNAUDITED)

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City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Six Months Ended December 31, 2012
(UNAUDITED)
Budget Basis
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	FY 2013 MODIFIED BUDGET	FY 2013 OBLIGATIONS TO DATE	FY 2013 UNOBLIGATED BALANCE	FY 2013 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 34,166.66	\$ 35,833.34	51.19
ASSESSORS	609,338.00	258,857.50	350,480.50	57.52
CITY CLERK	994,800.00	515,682.76	479,117.24	48.16
MEDO	204,552.00	87,252.92	117,299.08	57.34
CITY SOLICITOR	1,183,513.00	631,165.34	552,347.66	46.67
FINANCE	956,137.00	438,384.88	517,752.12	54.15
CENTRAL FLEET MANAGEMENT	2,833,416.00	1,599,685.67	1,233,730.33	43.54
INFORMATION SYSTEMS	1,471,696.00	891,735.55	579,960.45	39.41
MAYOR	230,548.00	110,765.39	119,782.61	51.96
OFFICE OF YOUTH SERVICES	565,905.00	265,546.03	300,358.97	53.08
HUMAN RESOURCES	709,981.00	336,946.70	373,034.30	52.54
PLANNING & COMMUNITY DEVELOPMENT	1,933,411.00	906,393.29	1,027,017.71	53.12
FACILITIES DIVISION	6,071,723.00	2,994,184.02	3,077,538.98	50.69
TAX COLLECTOR	526,867.00	263,225.85	263,641.15	50.04
FIRE	19,017,332.00	9,732,590.16	9,284,741.84	48.82
POLICE	20,570,203.00	10,352,778.60	10,217,424.40	49.67
HEALTH	2,740,451.00	1,218,539.69	1,521,911.31	55.54
HIGHWAY	16,117,215.00	7,995,892.05	8,121,322.95	50.39
WELFARE	1,028,342.00	518,981.68	509,360.32	49.53
PARKS & RECREATION	3,005,908.00	1,439,150.83	1,566,757.17	52.12
LIBRARY	2,004,863.00	991,838.55	1,013,024.45	50.53
SENIOR SERVICES	241,654.00	108,235.76	133,418.24	55.21
TOTAL AGENCIES	83,087,855.00	41,691,999.88	41,395,855.12	49.82
RESTRICTED ITEMS-				
SEVERANCE PAY	700,000.00	881,958.48	(181,958.48)	(25.99)
WORKERS COMPENSATION - SALARY	584,000.00	253,389.58	330,610.42	56.61
WORKERS COMPENSATION - MEDICAL	1,800,000.00	975,904.36	824,095.64	45.78
HEALTH INSURANCE	9,110,296.50	4,685,564.17	4,424,732.33	48.57
HEALTH INSURANCE RESERVES	394,318.00	-	394,318.00	100.00
DENTAL INSURANCE	736,396.50	284,369.73	452,026.77	61.38
DEATH BENEFIT	76,672.42	24,550.80	52,121.62	67.98
DISABILITY INSURANCE	72,875.36	22,456.98	50,418.38	69.18
CITY RETIREMENT	4,907,345.58	2,271,892.26	2,635,453.32	53.70
FIRE STATE PENSION	3,901,483.00	2,089,486.05	1,811,996.95	46.44
POLICE STATE PENSION	3,144,456.00	1,668,405.08	1,476,050.92	46.94
FICA	2,924,503.64	1,394,518.32	1,529,985.32	52.32
UNEMPLOYMENT	74,900.00	10,072.19	64,827.81	86.55
TUITION	50,000.00	18,184.68	31,815.32	63.63
CGL INSURANCE	947,131.00	244,994.56	702,136.44	74.13
TOTAL RESTRICTED ITEMS	29,424,378.00	14,825,747.24	14,598,630.76	49.61
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	1,011,479.00	-	1,011,479.00	100.00
MPTS	453,000.00	453,000.00	-	-
CIVIC CONTRIBUTIONS	363,514.00	282,000.00	81,514.00	22.42
NON-CITY PROGRAMS	68,434.00	68,433.75	.25	-
STREET LIGHTING	1,376,576.00	820,962.67	555,613.33	40.36
CHARTER REVIEW	25,000.00	-	25,000.00	100.00
COMMUNITY IMPROVEMENT PROGRAM	15,000.00	-	15,000.00	100.00
TRANSIT SUBSIDY	1,073,825.00	1,073,825.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	21,999.49	18,000.51	45.00
MATURING DEBT	11,926,329.00	7,183,829.41	4,742,499.59	39.76
INTEREST ON MATURING DEBT	6,267,947.00	3,308,852.95	2,959,094.05	47.21
TOTAL NON-DEPARTMENTAL ITEMS	22,621,104.00	13,212,903.27	9,408,200.73	41.59
TOTAL GENERAL FUND	\$ 135,133,337.00	\$ 69,730,650.39	\$ 65,402,686.61	48.40

City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Six Months Ended December 31, 2011
(UNAUDITED)
Budget Basis
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	FY 2012 MODIFIED BUDGET	FY 2012 OBLIGATIONS TO DATE	FY 2012 UNOBLIGATED BALANCE	FY 2012 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	612,320.00	247,090.97	365,229.03	59.65
CITY CLERK	998,800.00	449,521.34	549,278.66	54.99
MEDO	205,302.00	92,759.79	112,542.21	54.82
CITY SOLICITOR	1,166,697.00	604,960.92	561,736.08	48.15
FINANCE	913,992.00	431,527.24	482,464.76	52.79
CENTRAL FLEET MANAGEMENT	27,619.42	-	27,619.42	100.00
INFORMATION SYSTEMS	1,472,446.00	894,667.58	577,778.42	39.24
MAYOR	220,548.00	109,950.08	110,597.92	50.15
OFFICE OF YOUTH SERVICES	475,955.00	228,432.07	247,522.93	52.01
HUMAN RESOURCES	709,981.00	392,092.57	317,888.43	44.77
PLANNING & COMMUNITY DEVELOPMENT	1,881,408.00	917,574.91	963,833.09	51.23
FACILITIES DIVISION	6,111,248.85	3,074,364.61	3,036,884.24	49.69
TAX COLLECTOR	527,617.00	254,607.76	273,009.24	51.74
FIRE	18,486,979.00	9,315,855.56	9,171,123.44	49.61
POLICE	19,115,461.00	9,799,771.25	9,315,689.75	48.73
HEALTH	2,621,823.00	1,167,103.21	1,454,719.79	55.49
HIGHWAY	19,239,584.00	9,513,605.45	9,725,978.55	50.55
WELFARE	1,028,342.00	487,491.73	540,850.27	52.59
PARKS & RECREATION	3,208,922.00	1,570,498.55	1,638,423.45	51.06
LIBRARY	1,934,863.00	977,742.36	957,120.64	49.47
SENIOR SERVICES	240,326.00	109,163.79	131,162.21	54.58
TOTAL AGENCIES	81,270,234.27	40,673,781.74	40,596,452.53	49.95
RESTRICTED ITEMS-				
SEVERANCE PAY	700,000.00	271,972.76	428,027.24	61.15
WORKERS COMPENSATION - SALARY	584,000.00	359,974.73	224,025.27	38.36
WORKERS COMPENSATION - MEDICAL	1,800,000.00	1,332,050.23	467,949.77	26.00
HEALTH INSURANCE	12,526,595.00	6,227,036.92	6,299,558.08	50.29
DENTAL INSURANCE	924,414.00	289,160.99	635,253.01	68.72
DEATH BENEFIT	76,415.00	29,761.21	46,653.79	61.05
DISABILITY INSURANCE	72,645.00	34,397.53	38,247.47	52.65
CITY RETIREMENT	4,025,333.42	2,105,619.45	1,919,713.97	47.69
FIRE STATE PENSION	3,813,985.00	1,958,198.28	1,855,786.72	48.66
POLICE STATE PENSION	2,825,033.00	1,466,324.76	1,358,708.24	48.10
FICA	2,819,293.00	1,321,823.52	1,497,469.48	53.12
UNEMPLOYMENT	424,900.00	98,921.88	325,978.12	76.72
TUITION	50,000.00	34,014.24	15,985.76	31.97
CGL INSURANCE	947,131.00	540,203.10	406,927.90	42.96
TOTAL RESTRICTED ITEMS	31,589,744.42	16,069,459.60	15,520,284.82	49.13
NON-DEPARTMENTAL ITEMS-				
MPTS	453,000.00	453,000.00	-	-
CONTINGENCY	885,694.56	-	885,694.56	100.00
Markers & Plaques	7,500.00	-	7,500.00	100.00
CIVIC CONTRIBUTIONS	140,571.00	60,820.44	79,750.56	56.73
NON-CITY PROGRAMS	68,434.00	68,433.75	.25	-
COMMUNITY IMPROVEMENT PROGRAM	432,000.00	432,000.00	-	-
TRANSIT SUBSIDY	1,101,623.75	1,028,325.00	73,298.75	6.65
EMPLOYEE MEDICAL SERVICES	40,000.00	16,171.91	23,828.09	59.57
MATURING DEBT	11,434,283.00	6,791,963.78	4,642,319.22	40.60
INTEREST ON MATURING DEBT	6,830,225.00	3,618,516.33	3,211,708.67	47.02
TOTAL NON-DEPARTMENTAL ITEMS	21,393,331.31	12,469,231.21	8,924,100.10	41.71
TOTAL GENERAL FUND	\$ 134,253,310.00	\$ 69,212,472.55	\$ 65,040,837.45	48.45

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Department - General Fund
 Non-Property Tax Revenues
 For The Six Months Ended December 31, 2012
 (UNAUDITED)
 Budget Basis
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	825,915.00	940,895.65	(114,980.65)	(13.92)
CITY CLERK	2,386,355.00	609,818.21	1,776,536.79	74.45
MEDO	188,466.00	81,546.57	106,919.43	56.73
CITY SOLICITOR	690,000.00	334,500.00	355,500.00	51.52
FINANCE	4,887,089.00	1,081,942.67	3,805,146.33	77.86
INFORMATION SYSTEMS	142,000.00	51,642.85	90,357.15	63.63
HUMAN RESOURCES	4,000.00	2,703.30	1,296.70	32.42
PLANNING & COMMUNITY DEVELOPMENT	1,975,000.00	915,912.03	1,059,087.97	53.62
FACILITIES DIVISION	5,543,906.00	1,476,380.82	4,067,525.18	73.37
TAX COLLECTOR	15,432,000.00	7,573,173.02	7,858,826.98	50.93
CENTRAL FLEET MANAGEMENT	30,000.00	5,518.02	24,481.98	81.61
FIRE	656,975.00	163,067.25	493,907.75	75.18
POLICE	1,007,760.00	168,804.77	838,955.23	83.25
HEALTH	2,228,354.00	530,578.60	1,697,775.40	76.19
HIGHWAY	4,329,718.00	2,954,473.01	1,375,244.99	31.76
WELFARE	18,000.00	10,779.12	7,220.88	40.12
CEMETERY, PARKS & RECREATION	1,115,820.00	220,716.67	895,103.33	80.22

TOTAL AGENCIES	\$ 41,461,358.00	\$ 17,122,452.56	\$ 24,338,905.44	58.70
=====				

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type - General Fund
 Non-Property Tax Revenues
 For The Six Months Ended December 31, 2012
 (UNAUDITED)
 Budget Basis
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	12,710.00	52,980.80	(40,270.80)	(316.84)
INTEREST AND PENALTIES	906,000.00	405,983.18	500,016.82	55.19
CABLE FRANCHISE FEES	1,669,420.00	408,016.64	1,261,403.36	75.56
TOTAL TAXES, INTEREST AND PENALTIES	2,588,130.00	866,980.62	1,721,149.38	66.50
LICENSES AND PERMITS				
AUTO REGISTRATIONS	14,819,000.00	7,337,466.61	7,481,533.39	50.49
LICENSES	473,940.00	88,304.03	385,635.97	81.37
PERMITS	1,946,650.00	1,081,257.36	867,392.64	44.51
TOTAL LICENSES AND PERMITS	17,241,590.00	8,507,028.00	8,734,562.00	50.66
INTERGOVERNMENTAL				
FEDERAL REVENUES	368,000.00	-	368,000.00	100.00
PAYMENTS IN LIEU OF TAXES	810,415.00	853,128.28	(42,713.28)	(5.27)
STATE REVENUES	2,365,875.00	1,216,799.30	1,149,075.70	48.57
TOTAL INTERGOVERNMENTAL	3,544,290.00	2,069,927.58	1,474,362.42	41.60
SALES AND SERVICES				
GENERAL REVENUES	127,545.00	75,048.62	52,496.38	41.16
PUBLIC SAFETY	136,875.00	89,891.86	46,983.14	34.33
HIGHWAY	757,750.00	513,991.79	243,758.21	32.17
SANITATION	-	866.65	(866.65)	-
HEALTH	9,000.00	5,635.00	3,365.00	37.39
CEMETERY, PARKS & RECREATION	181,425.00	113,175.00	68,250.00	37.62
ZONING BOARD	37,000.00	19,902.00	17,098.00	46.21
PARKING VIOLATIONS	11,000.00	4,050.00	6,950.00	63.18
COURT FINES	20,000.00	9,217.24	10,782.76	53.91
FEES	941,545.00	311,514.40	630,030.60	66.91
WITNESS FEES	85,000.00	21,649.94	63,350.06	74.53
TOTAL SALES AND SERVICES	2,307,140.00	1,164,942.50	1,142,197.50	49.51
OTHER REVENUE SOURCES				
INTEREST INCOME	195,000.00	200,855.95	(5,855.95)	(3.00)
FUND TRANSFERS	2,788,431.00	-	2,788,431.00	100.00
REIMBURSEMENTS	3,040,202.00	2,047,951.77	992,250.23	32.64
RENTALS & LEASES	941,016.00	112,981.57	828,034.43	87.99
SCHOOL CHARGEBACKS	8,799,109.00	2,120,006.73	6,679,102.27	75.91
MISCELLANEOUS	16,450.00	31,777.84	(15,327.84)	(93.18)
TOTAL OTHER REVENUE SOURCES	15,780,208.00	4,513,573.86	11,266,634.14	71.40
TOTAL	\$ 41,461,358.00	\$ 17,122,452.56	\$ 24,338,905.44	58.70

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type -
 Non-Property Tax Revenues
 For The Year Ended June 30, 2012 And
 Modified Budget FY 2013
 (UNAUDITED)
 Budget Basis
 QT2REVCOM1

1/09/13
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 1. 1

	ACTUAL FY 2012	MODIFIED BUDGET FY 13	DIFFERENCE ACTUAL 12 VS BUDGET 13	PERCENTAGE DIFFERENCE OF FY12 VS FY13
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	38,247	12,710	(25,537)	(66.77)
INTEREST AND PENALTIES	1,113,885	906,000	(207,885)	(18.66)
CABLE FRANCHISE FEES	1,639,885	1,669,420	29,535	1.80
TOTAL TAXES, INTEREST AND PENALTIES	2,792,017	2,588,130	(203,887)	(7.30)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	15,097,031	14,819,000	(278,031)	(1.84)
LICENSES	610,613	473,940	(136,673)	(22.38)
PERMITS	2,104,438	1,948,650	(155,788)	(7.40)
TOTAL LICENSES AND PERMITS	17,812,082	17,241,590	(570,492)	(3.20)
INTERGOVERNMENTAL				
FEDERAL REVENUES	402,871	368,000	(34,871)	(8.66)
PAYMENTS IN LIEU OF TAXES	813,242	810,415	(2,827)	(.35)
STATE REVENUES	2,649,081	2,365,875	(283,206)	(10.69)
TOTAL INTERGOVERNMENTAL	3,865,194	3,544,290	(320,904)	(8.30)
SALES AND SERVICES				
GENERAL REVENUES	109,515	127,545	18,030	16.46
PUBLIC SAFETY	115,910	136,875	20,965	18.09
HIGHWAY	846,951	757,750	(89,201)	(10.53)
SANITATION	7,535	-	(7,535)	(100.00)
HEALTH	8,674	9,000	326	3.76
CEMETERY, PARKS & RECREATION	204,598	181,425	(23,173)	(11.33)
ZONING BOARD	46,811	37,000	(9,811)	(20.96)
PARKING VIOLATIONS	11,650	11,000	(650)	(5.58)
COURT FINES	15,381	20,000	4,619	30.03
FEES	1,029,880	941,545	(88,335)	(8.58)
WITNESS FEES	80,990	85,000	4,010	4.95
TOTAL SALES AND SERVICES	2,477,895	2,307,140	(170,755)	(6.89)
OTHER REVENUE SOURCES				
INTEREST INCOME	667,248	195,000	(472,248)	(70.78)
FUND TRANSFERS	2,606,064	2,788,431	182,367	7.00
REIMBURSEMENTS	2,694,388	3,040,202	345,814	12.83
RENTALS & LEASES	926,757	941,016	14,259	1.54
SCHOOL CHARGEBACKS	9,177,046	8,799,109	(377,937)	(4.12)
MISCELLANEOUS	25,214	16,450	(8,764)	(34.76)
TOTAL OTHER REVENUE SOURCES	16,096,717	15,780,208	(316,509)	(1.97)
TOTAL	\$ 43,043,905	\$ 41,461,358	\$ (1,582,547)	(3.68)

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type -
 Non-Property Tax Revenues
 For The Six Months Ended December 31, 2012 and 2011
 (UNAUDITED)
 Budget Basis
 QT2REVCOM2

1/09/13
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 1. 1

	6 MONTH ACTUAL FY 2012	6 MONTH ACTUAL FY 2013	DIFFERENCE ACTUAL 12 VS ACTUAL 13	PERCENTAGE DIFFERENCE OF FY12 VS FY13
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	14,771	52,980	38,209	258.68
INTEREST AND PENALTIES	311,284	405,983	94,699	30.42
CABLE FRANCHISE FEES	404,778	408,016	3,238	.80
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	730,833	866,980	136,147	18.63
LICENSES AND PERMITS				
AUTO REGISTRATIONS	7,112,001	7,337,466	225,464	3.17
LICENSES	118,685	88,304	(30,380)	(25.60)
PERMITS	942,957	1,081,257	138,300	14.67
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	8,173,643	8,507,028	333,384	4.08
INTERGOVERNMENTAL				
FEDERAL REVENUES	154,769	-	(154,769)	(100.00)
PAYMENTS IN LIEU OF TAXES	810,415	853,128	42,713	5.27
STATE REVENUES	1,410,146	1,216,799	(193,346)	(13.71)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	2,375,330	2,069,927	(305,402)	(12.86)
SALES AND SERVICES				
GENERAL REVENUES	61,645	75,048	13,403	21.74
PUBLIC SAFETY	62,325	89,891	27,566	44.23
HIGHWAY	486,085	513,991	27,906	5.74
SANITATION	4,437	866	(3,570)	(80.47)
HEALTH	4,170	5,635	1,465	35.13
CEMETERY, PARKS & RECREATION	126,133	113,175	(12,958)	(10.27)
ZONING BOARD	21,511	19,902	(1,609)	(7.48)
PARKING VIOLATIONS	5,600	4,050	(1,550)	(27.68)
COURT FINES	6,942	9,217	2,275	32.77
FEES	327,443	311,514	(15,928)	(4.86)
WITNESS FEES	19,712	21,649	1,937	9.83
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	1,126,003	1,164,942	38,939	3.46
OTHER REVENUE SOURCES				
INTEREST INCOME	341,050	200,855	(140,194)	(41.11)
FUND TRANSFERS	98	-	(98)	(100.00)
REIMBURSEMENTS	1,649,828	2,047,951	398,123	24.13
RENTALS & LEASES	102,737	112,981	10,244	9.97
SCHOOL CHARGEBACKS	3,734,629	2,120,006	(1,614,622)	(43.23)
MISCELLANEOUS	7,210	31,777	24,567	340.75
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	5,835,552	4,513,573	(1,321,978)	(22.65)
	-----	-----	-----	-----
TOTAL	\$ 18,241,361	\$ 17,122,452	\$ (1,118,909)	(6.13)
	=====	=====	=====	=====

City of Manchester, New Hampshire
Parking Division
Budgetary basis
For the six months ended December 31, 2012

(unaudited)

Object Code Description	2013 Revised Budget	July 2012 - December 2012 Activity	2013 Balance
Charges for Services Total	1,411,000	687,589	723,411
Licenses & Permits Total	2,153,000	1,033,826	1,119,174
Interest Total	3,500	1,733	1,767
Other Revenue Total	1,219,880	475,470	744,410
Transfer in Total	-	-	-
Grand Total	<u>4,787,380</u>	<u>2,198,618</u>	<u>2,588,762</u>
Salaries & Wages Total	712,739	323,908	388,831
Employee Benefits Total	321,206	194,829	126,377
Purchased Professional Services Total	11,500	6,533	4,967
Purchased Property Services Total	554,397	148,319	406,078
Other Purchased Services Total	58,500	37,555	20,945
Supplies & Materials Total	106,500	37,306	69,194
Capital Outlay Total	-	-	-
Miscellaneous Total	65,000	52,932	12,068
Non-Departmental Total	670,641	543,066	127,575
Miscellaneous-Reimburse City Total	2,259,331	-	2,259,331
Grand Total	<u>4,759,814</u>	<u>1,344,447</u>	<u>3,415,367</u>
Excess (deficit) of revenues over expenditures	<u>27,566</u>	<u>854,170</u>	<u>(826,604)</u>

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that Ordinance Amendments:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.06 by amending the definitions for Commercial Motor Vehicle and Trailer.”

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by clarifying the definition of a commercial vehicle in section §70.36(C) Stopping, Standing or Parking Prohibited.”

are properly enrolled.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance Amendments:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.06 by amending the definitions for Commercial Motor Vehicle and Trailer.”

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by clarifying the definition of a commercial vehicle in section §70.36(C) Stopping, Standing or Parking Prohibited.”


ought to pass and be referred to the Committee on Accounts, Enrollment and Revenue Administration.

(Unanimous vote with the exception of Alderman Corriveau who was absent)

Respectfully submitted,


Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held December 18, 2012, on a motion of Alderman O’Neil, duly seconded by Alderman Ludwig, the report of the Committee was accepted and its recommendations adopted.


City Clerk

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.06 by amending the definitions for Commercial Motor Vehicle and Trailer.”

Page 1 of 2

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged, appear in regular type.

§ 70.06 DEFINITIONS.

The following words and/or phrases shall, for the purposes of this chapter, have the meanings described to them herein unless the context of a section clearly requires otherwise.

COMMERCIAL MOTOR VEHICLE. A vehicle designed or used to transport passengers, or property **or displaying advertising** if:

(1) The vehicle has a gross vehicle weight rating or gross combination weight rating of 26,001 or more pounds; or

(2) The vehicle is designed to transport more than 15 passengers including the driver; or

(3) The vehicle is of any size and is used in the transportation of materials found to be hazardous pursuant to R.S.A. 259:12-3(c); or

(4) The vehicle is used primarily for business and industry as contrasted with pleasure vehicles.

(5) **The vehicle falls under the definition of trailer; 70.06 DEFINITIONS.**

(6) *Exclusion.* **COMMERCIAL MOTOR VEHICLE** shall not include a city vehicle, or emergency vehicles engaged in the provision of emergency medical, Police or Fire services.

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.06 by amending the definitions for Commercial Motor Vehicle and Trailer.”

Page 2 of 2

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

TRAILER. Any device designed to be attached to and towed by a motor vehicle for the purpose of transporting property of any type **or any vehicle or structure designed and constructed in such a manner as will permit occupancy thereof as sleeping quarters for one or more persons, or the conduct of any business or profession, occupation, or trade, or used as a selling or advertising device, and so designed that it may be mounted on wheels and used as a conveyance on streets, whether propelled or drawn by its own or other motive power.**

II. This ordinance shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Twelve

AN ORDINANCE

“Amending Chapter 70 Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by clarifying the definition of a commercial vehicle in section §70.36(C) Stopping, Standing or Parking Prohibited.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Amend §70.36(C) by inserting the language in bold. **(bold)**

- (C) Parking of motor vehicles designated as commercial vehicles shall be prohibited from parking on any city street between the hours of midnight and 5:00 a.m. subject to violating or towing.

For the purpose of this section a commercial vehicle shall include, in addition to a commercial vehicle as defined by §70.06, a vehicle which has permanently or temporarily affixed to it, advertisement for a profit or nonprofit; commercial or noncommercial organization or company excluding bumper stickers on the bumper of a vehicle.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that ordinance amendment:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.06 by amending the definitions for Commercial Motor Vehicle and Trailer.”

ought to pass and be referred to the Committee on Bills on Second Reading for technical review.

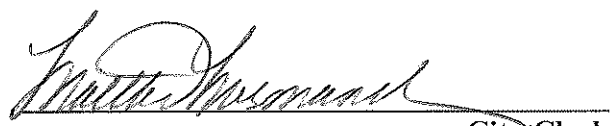
Note: Based on the Committee’s recommendation, staff has reviewed the definition of “trailer” and has removed the portion referencing stationary rails or tracks.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held October 16, 2012, on a motion of Alderman Ludwig, duly seconded by Alderman Levasseur, the report of the Committee was accepted and its recommendations adopted.


City Clerk

Freeman, Heather

From: Tessier, Maureen
Sent: Tuesday, October 02, 2012 8:55 AM
To: Boutilier, Denise
Cc: Roy, James; Normand, Matthew; Freeman, Heather; Sanders, William; Robinson, Dale; Cunha, Robert
Subject: RE: Trailers

I tend to agree

From: Boutilier, Denise
Sent: Tuesday, October 02, 2012 8:50 AM
To: Tessier, Maureen
Cc: Roy, James; Normand, Matthew; Freeman, Heather; Sanders, William; Robinson, Dale; Cunha, Robert
Subject: Trailers

Hi Maureen:

I spoke with Dale Robinson this morning regarding the "trailer" addendum to the commercial vehicle ordinance that was passed last night. The sentence, "The term TRAILER shall not include a device used exclusively upon stationary rails or tracks" is referenced in a very, very old, (pre-historic?) commercial vehicle ordinance and was extracted to become part of this ordinance last night. It means that if a caboose or rail car is left on the tracks it isn't considered a commercial vehicle on the street. In Dale's opinion, that sentence doesn't have to be part of the verbiage of this ordinance and can be taken right out of the wording.

What is your pleasure?

d

Denise Boutilier
Parking Manager
City of Manchester
Parking Division
25 Vine St.
Manchester, NH 03103
603-624-6580 (P)
603-665-6623 (F)
email: dboutilier@manchesternh.gov

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the amendment to the Wellington Hill Purchase and Sale Agreement submitted by Attorney Susan Manchester, Sheehan, Phinney, Bass & Green, be approved.

(Unanimous vote with the exception of Alderman O'Neil who voted in opposition)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

SHEEHAN
PHINNEY
BASS +
GREEN

PROFESSIONAL
ASSOCIATION



MANCHESTER
1000 ELM STREET
MANCHESTER, NH
03101
T 603 668-0300
F 603 627-8121

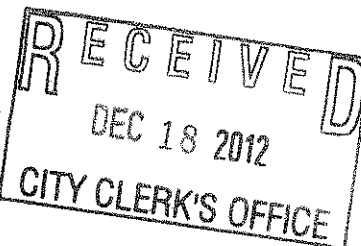
CONCORD
TWO EAGLE SQUARE
CONCORD, NH
03301
T 603 223-2020
F 603 224-8899

HANOVER
2 MAPLE STREET
HANOVER, NH
03755
T 603 643-9070
F 603 643-3679

BOSTON
255 STATE STREET
BOSTON, MA
02109
T 617 897-5600
F 617 439-9363

WWW.SHEEHAN.COM

WRITER'S DIRECT DIAL
(603) 627-8245
smanchester@sheehan.com



December 14, 2012

Hon. Ted Gatsas, Mayor
And Board of Aldermen
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: **Wellington Hill; Request for Amendment
to Purchase and Sale Agreement**

Ladies and Gentlemen:

Our office represents Sterling Homes, the Purchaser under a certain Purchase and Sale Agreement among it as Purchaser and the City of Manchester, Diocese and others, as Sellers.

On behalf of Sterling Homes, we respectfully request that you approve and sign the enclosed Amendment to Purchase and Sale Agreement.

Sincerely,

Susan A. Manchester

SAM/neb

cc: Keith A. Martel
Thomas I. Arnold, III, City Solicitor
Denis O. Robinson, Esquire

In Board of Mayor and Aldermen
Date: 01/07/13
On motion of Ald. O'Neil
Seconded by Ald. Ludwig
Voted to refer to the Committee on
Administration/Information Systems.

Keith A. Martel City Clerk

AMENDMENT TO PURCHASE AND SALE AGREEMENT

THIS AMENDMENT TO PURCHASE AND SALE AGREEMENT (the "Amendment"), is made by and between Sterling Homes, LLC (or its assignee), with a mailing address of 981 Second Street, Manchester, New Hampshire 03102 (hereinafter "Purchaser") and parties listed on the Schedule of Sellers attached hereto (each "a Seller" and collectively "the Sellers").

WHEREAS, the undersigned entered into a certain Purchase and Sale Agreement dated and executed by the last party on June 24, 2011 ("Agreement") and, in connection therewith, Buyer expended considerable time and money in undertaking due diligence and trying to satisfy various conditions precedent to its obligation to purchase the Premises under the Agreement.

WHEREAS, one of those conditions precedent, namely rezoning the Premises to R-1B was not satisfied and the Purchaser is willing to develop the Property as it is currently zoned (R-1A).

WHEREAS, subject to the modifications set forth herein, the parties desire to continue forward with the transaction set forth in the Agreement on the terms and conditions set forth in the Agreement, as amended hereby without any reduction in the purchase price.

NOW, THEREFORE, for good and valuable consideration received, the parties agree as follows:

1. Subject to the modifications below, the parties hereby reaffirm and readopt the Agreement.
2. Section 8 of the Agreement which reads as follows:

"8. PERMITTING CONTINGENCY

Purchaser's obligations hereunder are expressly contingent upon its receiving, obtaining and procuring, in final non appealable form, and containing only those conditions that are acceptable to Purchaser, all federal, state, county and local approvals, licenses, permits, variances, special exceptions, leases, agreements and consents necessary from governmental and quasi-governmental bodies, agencies and officials having jurisdiction over the Premises necessary to: discontinue all paper streets and rezone the Premises to R-1B and develop the rezoned Premises as a single family residential (R-1B) development containing no less than eighty-five (85) single family R-1B lots, including roadways, sidewalks, wells, septic systems and all other infrastructure ("Project"), said approvals may include, but are not limited to, re-zoning, variances, site plan approval, subdivision approval, wetlands permits, alteration of terrain permits, septic system approvals, sewer connection and design approvals, private water supply approvals, site specific approvals and/or historic commission approvals (collectively the "Approvals"). If Purchaser shall discover or determine that it is not able to obtain the

Approvals, and so notifies Sellers in writing on or before that date which is one (1) year after the last party executes this Agreement, then Purchaser shall have the right to terminate this Agreement and have the Deposits, together with interest, refunded forthwith, and all the parties shall thereafter shall be released from any further obligations hereunder. Provided, however, so long as that Purchaser has been using all due diligence in pursuing the Approvals, then, at Purchaser's election, Purchaser shall pay to Sellers an additional Twenty Five Thousand Dollars (\$25,000) Deposit upon which Purchaser shall be entitled to a six (6) month extension of time during which it shall obtain the Approvals or failing which, may elect to terminate this Agreement and have the Deposits, together with interest, refunded forthwith. Sellers agree to cooperate with Purchaser's efforts to obtain the Approvals, by, inter alia, executing any and all application forms. The City of Manchester's execution of this Agreement as a Seller is in its capacity as a property owner and such execution shall not be construed as its consent to or recommendation of any of the Approvals."

shall be replaced in its entirety with:

"8. PERMITTING CONTINGENCY

Purchaser's obligations hereunder are expressly contingent upon its receiving, obtaining and procuring, in final non appealable form, and containing only those conditions that are acceptable to Purchaser, all federal, state, county and local approvals, licenses, permits, variances, special exceptions, leases, agreements and consents necessary from governmental and quasi-governmental bodies, agencies and officials having jurisdiction over the Premises necessary to: discontinue all paper streets and develop the Premises as a single family residential (R-1A) development containing no less than eighty-five (85) single family lots, including roadways, sidewalks, wells, septic systems and all other infrastructure ("Project"), said approvals may include, but are not limited to, variances, site plan approval, subdivision approval, wetlands permits, alteration of terrain permits, septic system approvals, sewer connection and design approvals, private water supply approvals, site specific approvals and/or historic commission approvals (collectively the "Approvals"). If Purchaser shall discover or determine that it is not able to obtain the Approvals, and so notifies Sellers in writing on or before February 15, 2014, then Purchaser shall have the right to terminate this Agreement and have the Deposits, together with interest, refunded forthwith, and all the parties shall thereafter shall be released from any further obligations hereunder. Provided, however, so long as that Purchaser has been using all due diligence in pursuing the Approvals, then, at Purchaser's election, Purchaser shall pay to Sellers an additional Twenty Five Thousand Dollars (\$25,000) Deposit on or before February 15, 2014 and Purchaser shall be entitled to a six (6) month extension of time during which it shall obtain the Approvals or failing which, may elect to terminate this Agreement and have the Deposits, together with interest, refunded forthwith. Sellers agree to cooperate with Purchaser's efforts to obtain the Approvals, by, inter alia, executing any and all application forms. The City of Manchester's execution of this Agreement as a Seller is in its capacity as a property owner and such execution shall not be construed as its consent to or recommendation of any of the Approvals."

3. The time period set forth in Section 9 (Financing Contingency), shall be extended to February 15, 2014.
4. Section 16.03 (Notices) shall be amended by deleting “Daniel J. Callaghan, Esquire, Devine Millimet & Branch, PA, 43 North Main Street, Concord, New Hampshire 03301” with “Denis O. Robinson, Esq., Pierce Atwood, LLP, One New Hampshire Avenue, Suite 305, Portsmouth, New Hampshire 03801.”
5. Section 17 (Dedication of Open Space/Deed to City) shall be deleted in its entirety.
6. As amended hereby, the Agreement is ratified and remains in full force and effect.
7. This Amendment shall be effective on the date that the last party hereto signs this Amendment.

[Signature page follows]

IN WITNESS WHEREOF, the Parties hereto have set their hands to the written instrument.

PURCHASER: STERLING HOMES, LLC

Witness

By: _____
Keith A. Martel
Title:

SELLERS: SEE LIST ATTACHED HERETO

SCHEDULE OF SELLERS		
		PERCENT OF PURCHASE PRICE
<p>_____</p> <p>Witness</p>	<p>CITY OF MANCHESTER, NEW HAMPSHIRE a New Hampshire Municipal Corporation</p> <p>By _____ Hon. Ted Gatsas, Mayor Duly Authorized</p>	38.4%
<p>_____</p> <p>Witness</p>	<p>St. Joseph Cathedral Parish, as designated agent for Roman Catholic Bishop of Manchester A Corporation sole</p> <p>By: _____ Monsignor Anthony R. Frontiero, Rector</p>	37.8%
<p>_____</p> <p>Witness</p>	<p>_____</p> <p>Pamela Weilbrenner</p>	21.9%
<p>_____</p> <p>Witness</p>	<p>_____</p> <p>Barbara Kirk</p>	
<p>_____</p> <p>Witness</p>	<p>ESTATE OF RICHARD KIRK</p> <p>By: _____ Barbara Kirk Administrator</p>	
_____	_____	
_____	_____	_____

Witness	Shirley F. Kingsbury f/k/a Shirley F. Stanbro and Shirley Voss	1.4%
Witness	Sharon Brodeur	0.5%

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the denial of the taxicab license be upheld.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the communication from Mayor Gatsas requesting that the baseball field at Memorial High School be named in honor of Mike Flanagan be approved, contingent on the approval of the Board of School Committee.

(Unanimous vote with the exception of Alderman Levasseur who voted in opposition)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



CITY OF MANCHESTER

Theodore L. Gatsas

Mayor

January 9, 2013

Dear Alderman:

I have been asked about the possibility of naming the baseball field at Memorial High School in honor of Mike Flanagan.

For those of you who did not know Mike I'll share a bit about his career. Mike was born and raised in Manchester; he was one of Ed and Lorraine Flanagan's four children. He graduated from Manchester Memorial High School where he was on the baseball and basketball teams. After High School Mike became an all American left handed pitcher for both the Toronto Blue Jays and the Baltimore Orioles, he spent most of his years with the Orioles. He earned the Cy Young Award while playing for the Orioles and was also a member of the Word Series Championship team in 1983. At the time of his death, he was one of the team's broadcasters.

Mike was an important student and athlete at Memorial High School and his family and friends believe this would be a wonderful tribute. A Scholarship for a member of the Memorial High School Varsity Baseball team is also being established by some of his family and friends in his honor.

I would appreciate this request being sent to committee so we can have a full discussion.

Regards,

Theodore L. Gatsas
Mayor

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the City and James DeStefano, XMV Project Coordinator, be authorized to start the process of a lease agreement.

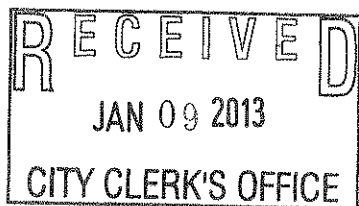
(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

January 9, 2013



Maura Leahy
Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: LAND AND BUILDINGS COMMITTEE

Dear Maura:

Pursuant to our recent discussion, I'm writing to request to be added to the agenda of the next Land and Buildings Committee meeting to provide an update on the proposed upgrades to the Adam Curtis Skate Park on Maple Street.

Specifically, I'd like to know from the City and L&BC if it supports the following concepts:

- 1) Allowing the www.XMVskate.com entity to long-term NNN land lease the skate park property from the City; and
- 2) Allowing the www.XMVskate.com entity to long-term NNN lease of the Regis Lemire Community Center property from the City.

If in agreement, I'd like direction on the process to formally begin negotiating details of the leases, as well an operating agreement. Specifically, we'd need to determine and agree to such things as:

Improvements to be made and approval process
lease rate/terms/lessee obligations
timetables for control/construction
capital reserve requirements
revenue sharing
operations
bonding
security
environmental protection
records inspection
assignment & subcontracts
insurance
default & termination
other

-more-

Maura, let me know if you have any questions, and I can get on the next L&BC meeting agenda. Thanks for your time and consideration.

Sincerely yours,

James T. DeStefano
XMV Project Coordinator

65 Michigan Ave.
Manchester, NH 03104
603-930-8408
jtd@grubbellisne.com

CC: Peter Capano, Parks Department Director

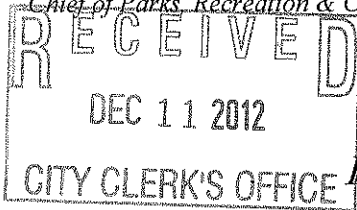
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Peter D. Capano, P.E.
Chief of Parks, Recreation & Cemetery



Commission
Richard E. Powers, Chairman
George "Butch" Joseph, Clerk
Andrew Manning
William Craig
Robert Blaisdell



CITY OF MANCHESTER

Department of Public Works

Parks, Recreation & Cemetery Division

December 11, 2012

Committee on Lands and Buildings
One City Hall Plaza
Manchester NH 03103

RE: Adam Curtis Skatepark

Chairman Osborne,

The Parks, Recreation and Cemetery Division of the Highway Department has been working with Mr. James DeStefano who is proposing a concept regarding the existing skatepark. The concept anticipates leasing the facility, making improvements to the site, and converting it to a year-round operation. We are happy to share our thoughts with you on this idea.

At present the Adam Curtis Skatepark is an open air, unregulated amenity located behind the Regis A. Lemire Youth Center at 275 Maple St. It is often the site of unwanted activity and is in need of some repair. Mr. DeStefano proposes to incorporate the youth center into an expanded structure that would serve as access to the skatepark. The skatepark would be either roofed and surrounded by fencing, or enclosed completely in a building. His plan is to charge admission to the site, offer concessions, and rentals.

We are comfortable with Mr. DeStefano's concepts and believe that either would reduce illicit activities and result in a better, safer, and more entertaining experience for skatepark users. However, the fully enclosed option is our strong preference. A roof and fence set-up, while increasing access control, would still leave the park exposed to fence breeches and vandalism. Only by completely enclosing the facility would these issues be minimized.

It is critical that the programs offered at the Regis A. Lemire youth center be continued. Computer access and help with homework are two of the services our Recreation Supervisor provides there to a local population in need. Additionally, we have some concerns regarding affordability to the skating clientele, though we believe that an analysis of the financial aspects of the project should come from others possessing this type of expertise.

Sincerely,

Peter D. Capano, P.E.
Chief – Parks, Recreation, Cemetery

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
Cemetery Division • 765 Brown Avenue • Manchester, New Hampshire 03103 • (603) 624-6514

E-mail: parks@manchesternh.gov • Website: www.manchesternh.gov



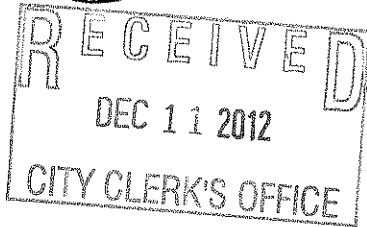
CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning & Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Matthew M. Sink
Deputy Director Building Regulations



MEMORANDUM

Date: December 11, 2012

To: Committee on Administration and Information Systems

From: Max Sink, Deputy Director *M.S.*

Subject: Adam Curtis Skate Park

On Friday, October 12, 2012, Planner Jonathan Golden and I met with Jim DeStefano and his design team along with representatives from the Parks and Recreation Division to discuss possible options for improvements to the skate park facility.

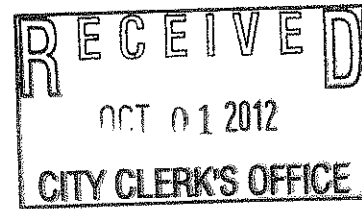
Based on the representations made of the various proposals, we believe that the improvements can be done in conformance with all applicable city codes.

We are available to answer any further questions you may have.

Tabled 11/19/2012

October 1, 2012

Matt Normand
Office of the City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101



RE: LAND AND BUILDINGS COMMITTEE

Dear Matt:

Pursuant to a recent discussion I had with Alderman Ed Osborne, I'm writing to request to be added to the agenda of the next Land and Buildings Committee meeting to provide an update on the proposed upgrades to the Adam Curtis Skate Park on Maple Street.

I was initially in front of the Committee back in February. Since that initial presentation, we have made some excellent progress and I wanted to come back to provide an update to the Committee.

Attached are two renderings of the park; one that is a full enclosure and one that is roofed & fenced. We have initial construction quotes upwards of \$2.3 M for the full enclosure plan. See enclosed renderings.

Matt, let me know if you have any questions, and I can get on the next L&BC meeting agenda. Thanks for your time and consideration.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Jim DeStefano'.

James T. DeStefano
XMV Project Coordinator

65 Michigan Ave.
Manchester, NH 03104
603-930-8408
jtd@grubbellisnne.com

CC: Alderman Ed Osborne
Peter Capano, Parks Department Director
Jay Minkarah, Economic Development Director

Encs.



XMV SKATE PARK

MANCHESTER, NEW HAMPSHIRE

OPTION 1 FRONT PERSPECTIVE

24 JULY 2012



02/012

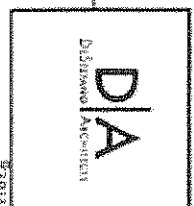


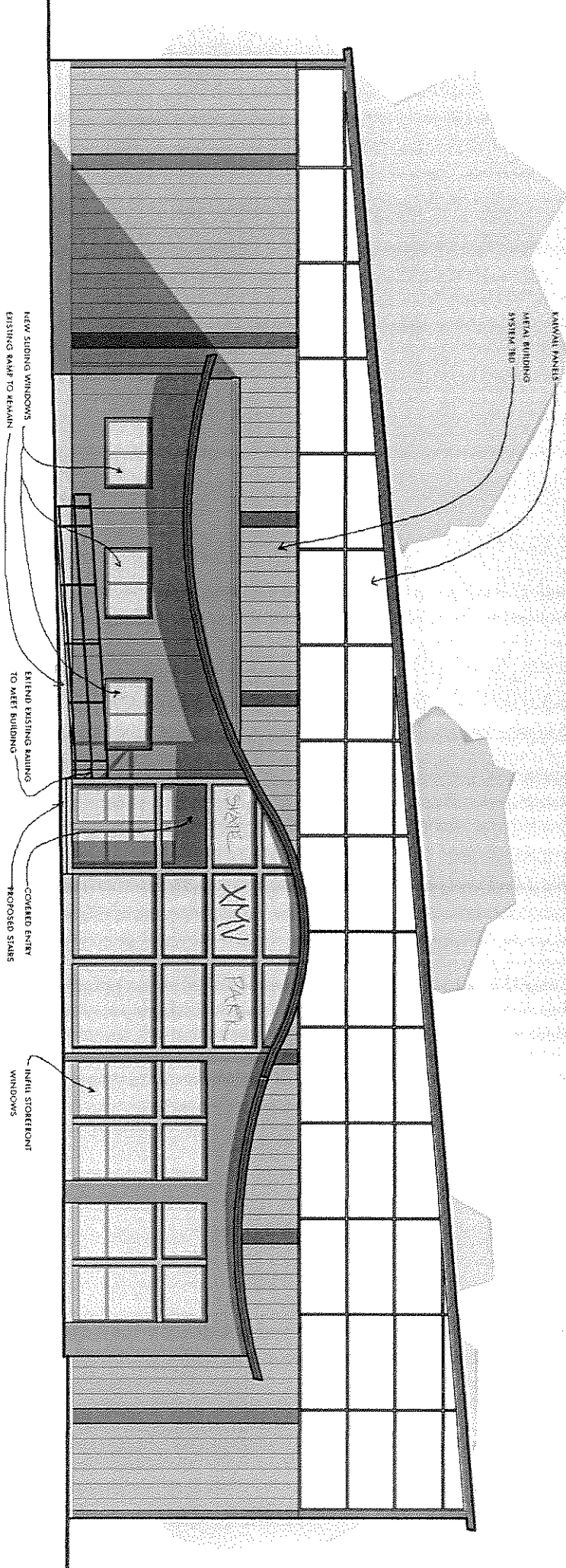
XMV SKATE PARK

MANCHESTER, NEW HAMPSHIRE

OPTION 1 RIGHT PERSPECTIVE

24 JULY 2012



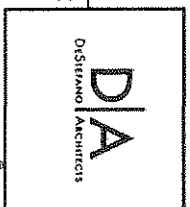


PROPOSED ADDITION AND RENOVATION TO:
XMV SKATE PARK
MANCHESTER, NEW HAMPSHIRE

PROPOSED WEST ELEVATION OPTION 1

1/8"=1'-0"

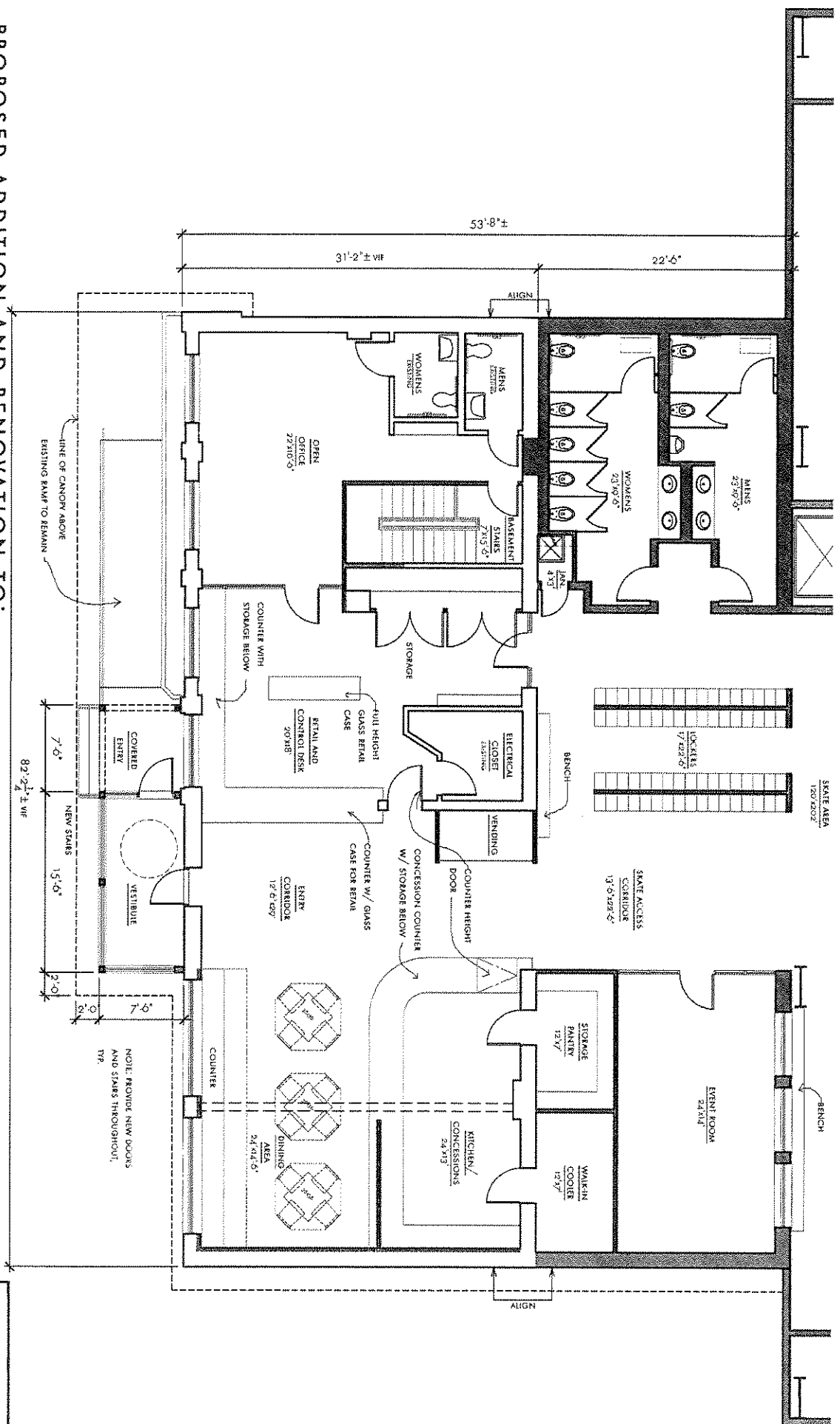
13 JUNE 2012

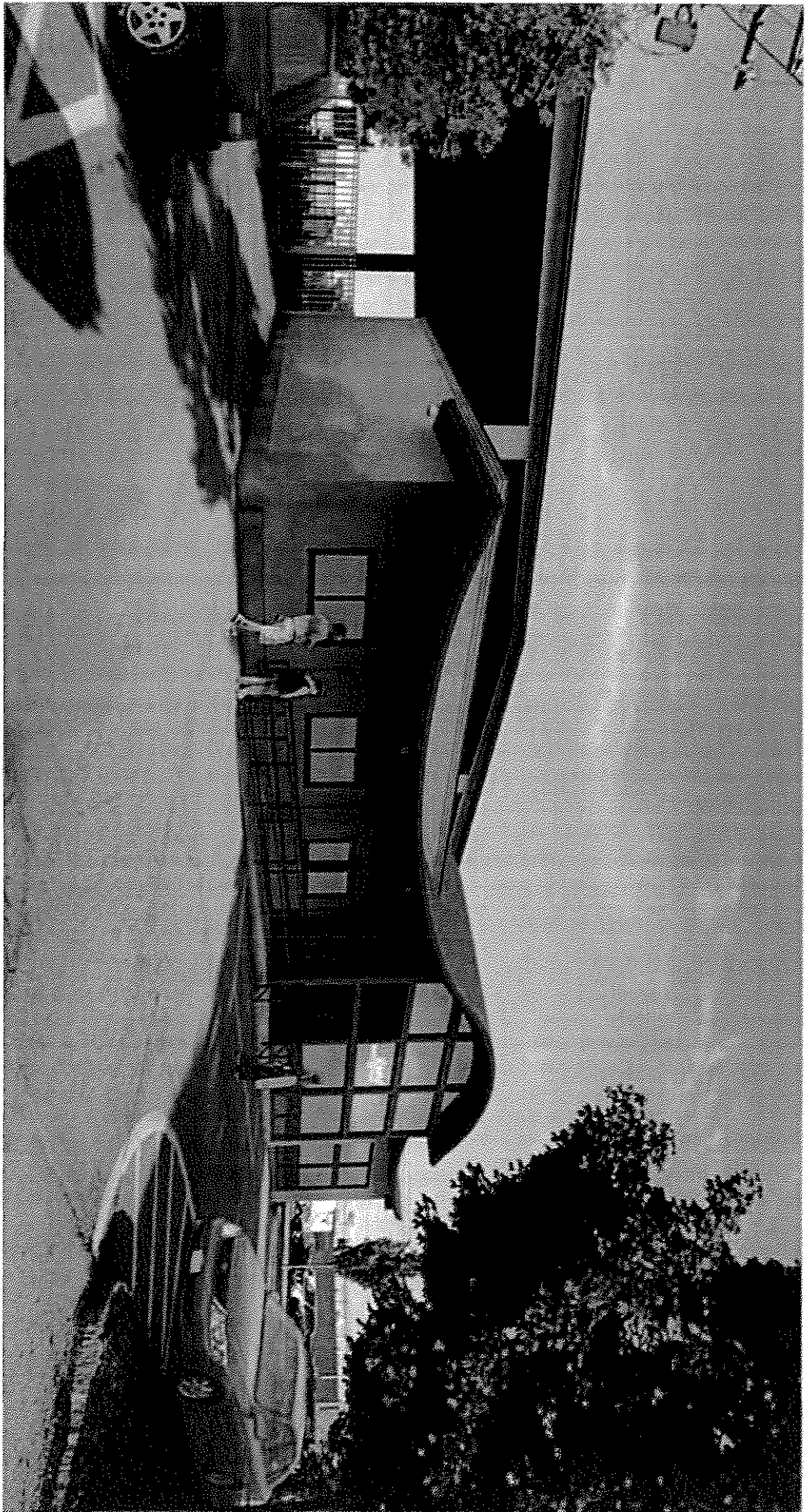


© 2012

13 JUNE 2012

2012



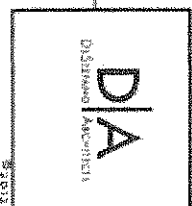


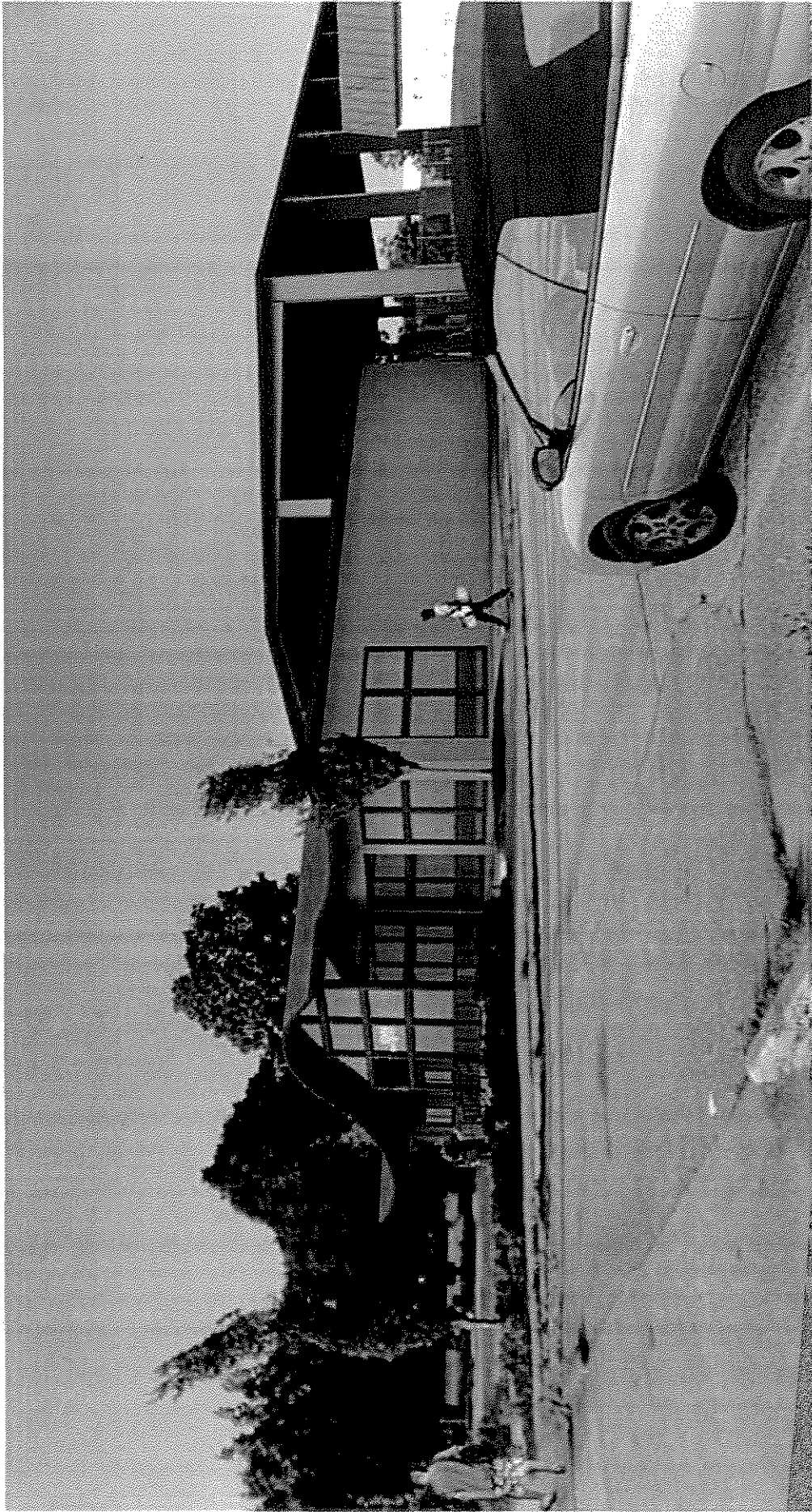
XMV SKATE PARK

MANCHESTER, NEW HAMPSHIRE

OPTION 2 FRONT PERSPECTIVE

24 JULY 2012



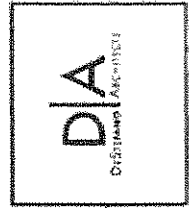


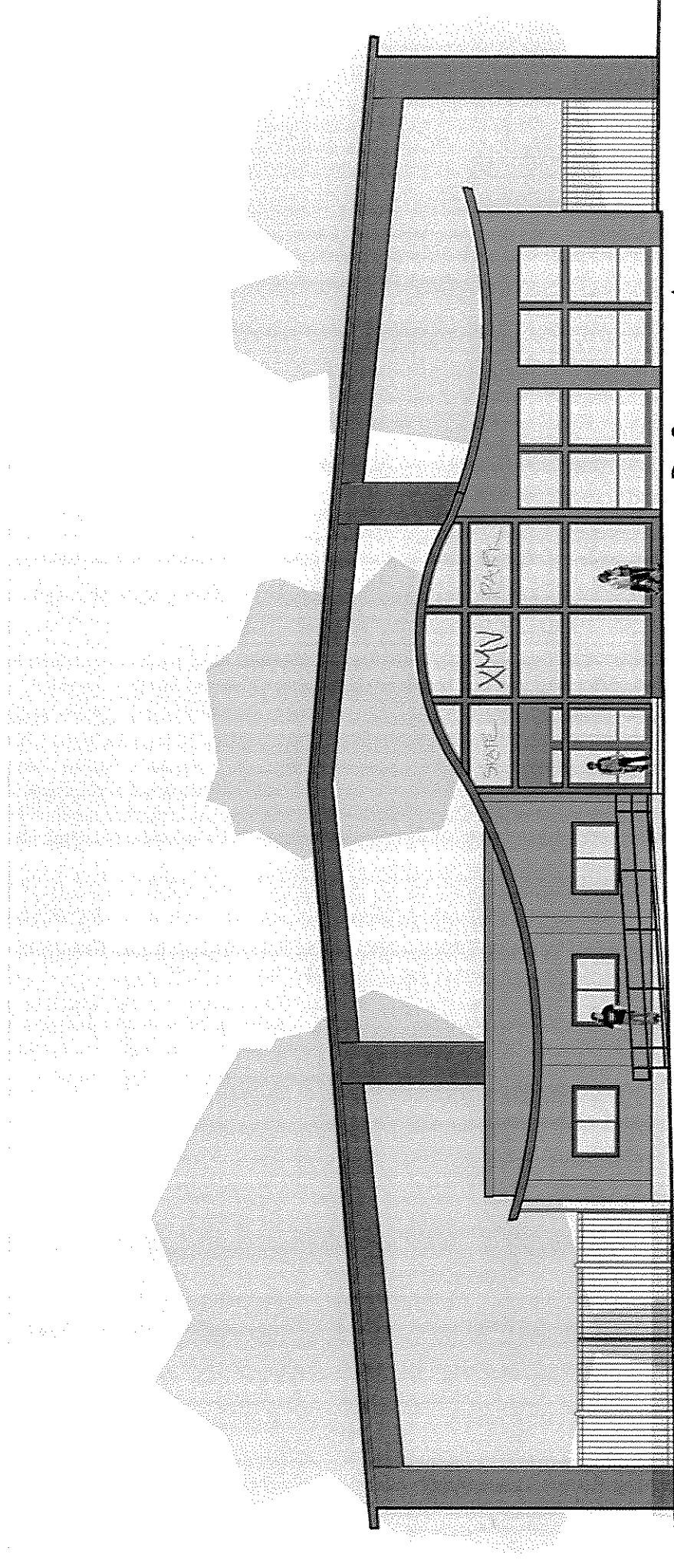
XMV SKATE PARK

OPTION 2 RIGHT PERSPECTIVE

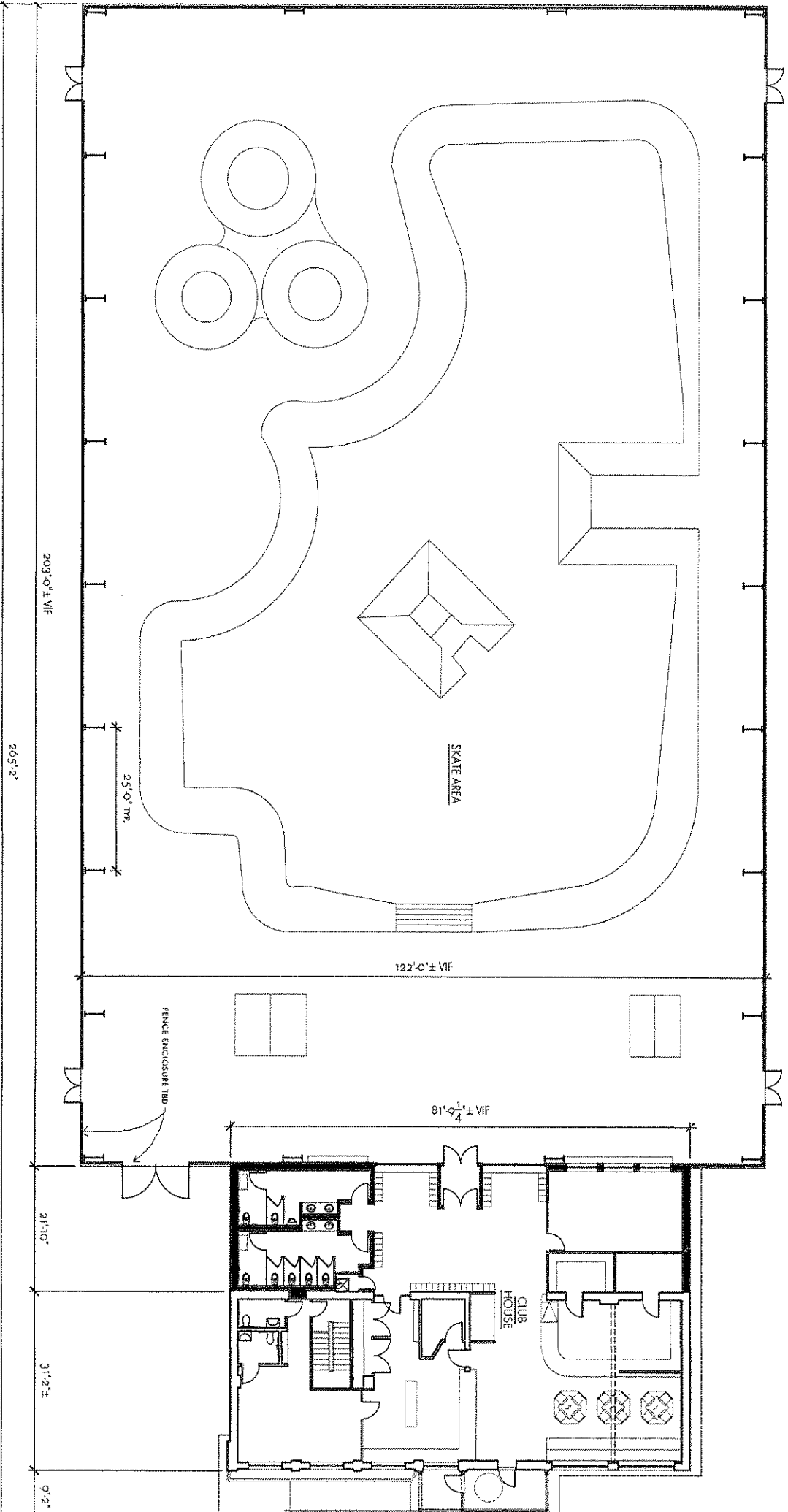
MANCHESTER, NEW HAMPSHIRE

24 JULY 2012





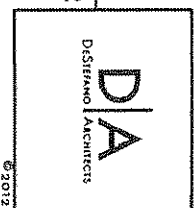
DE STEFANO ARCHITECTS ©2012



PROPOSED ADDITION AND RENOVATION TO:
 XMV SKATE PARK
 MANCHESTER, NEW HAMPSHIRE

PROPOSED PLAN OPTION 2
 1/16" = 1'-0"

13 JUNE 2012



©2012

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the Water Works be given approval to proceed with a Request for Proposals regarding watershed land.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee

Tabled 10/15/12



CITY OF MANCHESTER

Theodore L. Gatsas

Mayor

October 2, 2012

Chairman Ed Osborne
Committee on Lands & Building
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

In Board of Mayor and Aldermen

Date: 10/02/12

On motion of Ald. Osborne

Seconded by Ald. Roy

Voted to refer to the Committee on
Lands and Buildings.

Matthew Normand City Clerk

RE: Watershed Land

Dear Chairman Osborne,

I would respectfully request that the Committee on Lands and Buildings, in conjunction with the Manchester Water Works, explore the necessity for deeming any watershed land as surplus for the purpose of placing the land into a conservation easement.

Attached is the correspondence from Tom Bowen referencing the intent of the Manchester Water Works.

Regards,

Ted Gatsas

Theodore L. Gatsas
Mayor

cc: Board of Aldermen
Tom Bowen, Executive Director, Manchester Water Works

TLC/swp



MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6484

BOARD OF WATER COMMISSIONERS

PAUL G. LESSARD
President

WILLIAM A. BEATON
Clerk

DYLAN R. CRUESS
BERNARD G. GARRITY, JR.
PHILLIP SAPIENZA
KIMBERLEY L. GRISWOLD

Ex Officio
HON. THEODORE L. GATSAS
Mayor

THOMAS M. BOWEN, P.E.
Director and Chief Engineer

DAVID PARIS
Asst. Director

September 28, 2012

Board of Mayor and Aldermen
c/o City Clerk's Office
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: WATERSHED LAND

Dear Members of the Board of Mayor and Aldermen:

This letter is to advise that the Board of Water Commissioners at their meeting on Thursday, September 27, 2012 authorized department staff to explore the feasibility of placing Manchester Water Works watershed land into permanent conservation easement. This is a complex issue, one which needs to be explored fully before a final decision is made. Following discussions with the City Solicitor the Board has authorized staff to engage the McLane Law Firm to assist us in this pursuit.

Sincerely,

Thomas M. Bowen, P.E.
Director

TMB:cd

cc: Paul Lessard, President, Board of Water Commissioners
David Paris, Assistant Director

POSTED RULES
FOR THE PROTECTION OF THE PURITY OF THE WATER AND ICE OF
LAKE MASSABESIC OR ANY POND, RESERVOIR OR STREAM TRIBUTARY THERETO
OR THE WATERSHED AREA AND LAND OF THE MANCHESTER WATER WORKS

THIS IS A PUBLIC WATER SUPPLY, PLEASE KEEP IT CLEAN!!

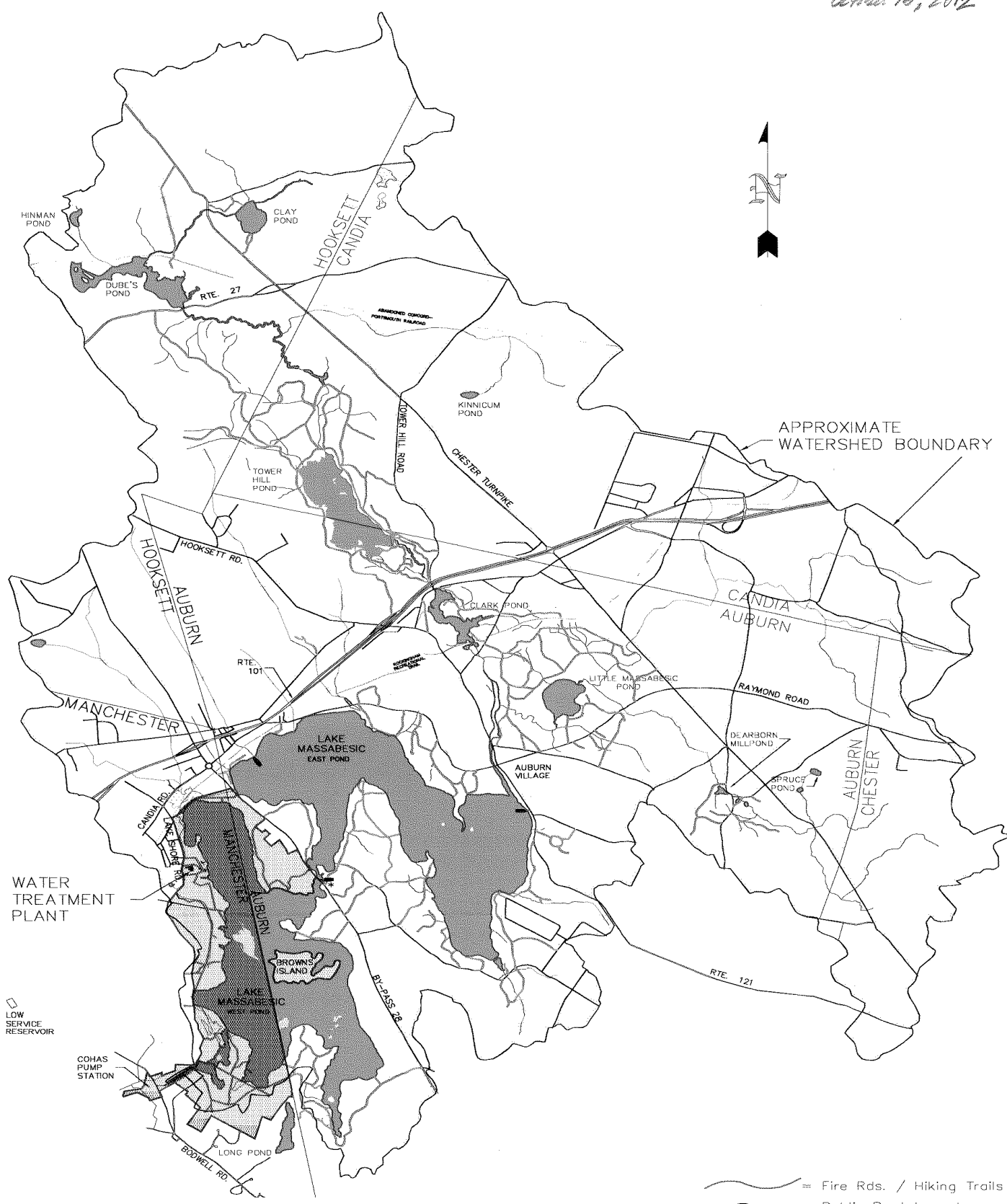
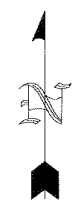
**RULE(S) ENV-WS 386.47 ADOPTED BY N.H. DEPARTMENT OF ENVIRONMENTAL SERVICES
NOVEMBER 30, 2005 IN ACCORDANCE WITH RSA 485:24**

- (d) Any person violating these rules so established shall in accordance with RSA 485:26 be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person.
- (f) Manchester Water Works' Watershed Patrol Officers may enter on any land or property within the Lake Massabesic watershed for the purpose of investigating watershed sanitation and other sources of potential water contamination.
- (l) (1) A person shall not deposit any dead animal or parts thereof, food or any article perishable or decayable, kitchen waste, swill, garbage, or human waste on or within 200 feet of the waters or ice of Lake Massabesic or any pond, reservoir or stream tributary thereto.
- (l) (2) A person shall not deposit any hazardous waste on or within 200 feet of the waters or ice of Lake Massabesic or any pond, reservoir or stream tributary thereto.
- (m) (1) A person shall not bathe, wade, swim, water ski or perform any similar water contact activity, on or within the water of Lake Massabesic or any pond, reservoir or stream tributary thereto.
- (m) (2) A person shall not use a sunfish, sailfish, sail board, ski craft as defined in RSA 270:73, V, or other craft which, in the judgment of Watershed Patrol Officers, makes extensive bodily contact with the water unavoidable in Lake Massabesic or any pond, reservoir or stream tributary thereto.
- (o) (1) A person shall not operate an all terrain vehicle (ATV) or other off highway recreational vehicle (OHRV) other than a snow traveling vehicle as defined in RSA 215 A:1, in or on Manchester Water Works' property or the water or ice of Lake Massabesic or any pond, reservoir, or stream tributary thereto, and then only in non-restricted areas at the operator's own risk.
- (o) (2) A person shall not break bottles or throw trash of any description into Lake Massabesic or any pond, reservoir or stream tributary thereto or the watershed area and property of the Manchester Water Works.
- (p) (1) The Back or West Pond of Lake Massabesic is closed to all activities north of Fire Point and west of the Auburn town line as marked by floats and signs.
- (q) (1) A person shall not enter upon or remain on Manchester Water Works' property between the hours of 8 pm and 8 am.
- (q) (2) A person shall not place in or adjacent to Manchester Water Works' waste containers, any garbage, refuse or trash of any kind brought from home, camp or place of business.
- (q) (3) A person shall only use self-contained charcoal type fires, as opposed to open flame fires and then only in the designated public picnic area adjacent to Rte 28 Bypass.
- (q) (4) A vehicle shall not obstruct emergency access gates and violators shall be subject to towing at owner's expense.
- (q) (5) A person shall not, without permission, enter restricted areas that have been so posted "NO TRESPASSING".
- (q) (6) A person shall obey in matters governed by this section, all requests made by Watershed Patrol Officers on Manchester Water Works' property.
- (s) (1) A person shall not tent or camp nor use overnight trailers, campers or houseboats on Manchester Water Works' property or the water or ice of Lake Massabesic.
- (s) (2) (a) A person shall control by leash all dogs and other pets while on Manchester Water Works' property; (b) shall not leave such unattended, (c) shall not permit such pets in the water or on the beach, and (d) pet owners shall be required to pick up and properly dispose of their pets' waste.
- (s) (3) A person shall not remove or damage or deface any structure, sign, plant, tree, or natural feature on Manchester Water Works' property.
- (s) (4) A person shall not feed ducks, geese, seagulls, or other waterfowl on Manchester Water Works' property.
- (t) (1) A person shall not operate a motor vehicle other than a snow traveling vehicle on the ice of Lake Massabesic.
- (t) (2) A person shall not race power boats or snow traveling vehicle on the water or ice of Lake Massabesic.
- (t) (3) A person shall not operate any power boat or snow traveling vehicle at a rate of speed in excess of 35 miles per hour on water or ice of Lake Massabesic.
- (t) (4) A person shall not place a mooring in Lake Massabesic without a mooring permit issued by the Manchester Water Works.
- (t) (5) A person shall not place a dock in Lake Massabesic without a dock permit issued by the Manchester Water Works.
- (t) (6) a. A person shall not allow a boat to remain moored in Lake Massabesic after November 30th of each year; and
- (t) (6) b. Manchester Water Works may remove any boat moored in Lake Massabesic after November 30th of each year at the owner's expense.

**RULES ADOPTED BY THE MANCHESTER WATER WORKS' BOARD OF WATER
COMMISSIONERS JANUARY 4, 2006.**

- 1. A person shall not sell food, drink, or merchandise of any kind on Manchester Water Works' property.
- 2. A person shall not ride horseback in public use areas of Manchester Water Works' property.
- 3. A person shall not possess or consume any alcoholic beverages or controlled substances on Manchester Water Works' property.
- 4. A person operating a motor vehicle on Manchester Water Works' property shall use only designated parking areas, abide by traffic control as indicated by signs, and use reasonable speed.
- 5. If a pet becomes objectionable, its owner shall remove it from Manchester Water Works' property.
- 6. A person shall not conduct a special group activity on Manchester Water Works' property or the water or ice of Lake Massabesic without first obtaining approval from the Board of Water Commissioners.

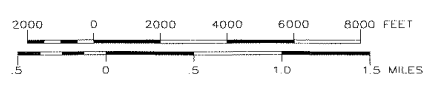
*Water Works Handout
Comm. on Lands & Buildings
Oct 15, 2012*



WATER
TREATMENT
PLANT

LOW
SERVICE
RESERVOIR

COCHAS
PUMP
STATION



MANCHESTER WATER WORKS
WATERSHED LAND
MANCHESTER, CANDIA, AUBURN, HOOKSETT, AND CHESTER

- = Fire Rds. / Hiking Trails
- = Public Boat Launch
- = No Trailers Car Top Only
- = Restricted MWW Land
- = MWW Land
- = Restricted Lake Area



CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

January 15, 2013

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, NH 03101

RE: Nominations

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1) Cindy O'Rourke to fulfill a vacancy as an alternate member of the Arts Commission term to expire December 1, 2015;

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

Regards,

Theodore L. Gatsas
Mayor

cc: Matthew Normand, City Clerk
TLG/swp

CINDY L O'ROURKE
470 SILVER STREET
MANCHESTER, NEW HAMPSHIRE
603-669-1717
CINDILEE@MSN.COM

OBJECTIVE: To share my knowledge and Artistic abilities to improve and enhance the integrity for the city of Manchester, New Hampshire

EDUCATION/ EXPERIENCE:

- 1973 - Studied fine Arts high school, St. Albans Vermont
 - 1974 - Volunteered Art abilities at The Children's center Pre-school
 - 1975 - Mentored with an Artist from England, Lewiston Maine
 - 1976 - Airbrush Art: Vans, Trucks, Motorcycle tanks, Lewiston, Maine
 - 1982 - Designed painted clothing with acrylics in Warner NH
 - 1993 - Studied oil medium Art at Judy's Art Gallery with established renowned western Artist, Fairfield, Maine
 - 1998 - Designed and silk screened Tee-Shirts at Guidi Graphics, Portland, Maine
 - 1999 - Enrolled in the National competition for "Arts for the Parks"
 - 2001 - 300sq Ft. Mural at Southern Maine Community college South Portland, Maine
 - 2003 - Developed a team and was administrator for Nursing Excellence at SMCCollege including designing the shirts for the sale benefit.
 - 2007 - Donated specialized framed work of ART for the cardiovascular unit where I currently work.
 - 2009 - Private boat stenciling project.
 - 2010-2011 - Intown Manchester/ Manchester Arts Commission "CAT ALLEY" Project
- Multiple oil, acrylic, and spray painted canvas work done throughout the years.
- Personal References: George and Kassandra Katis/John B. Redman Jr. CPA/CVA

Commission Name: Arts Commission

Name: Cindy O'Rourke

Address: 470 Silver St.

Manchester, NH 03103

Phone: 603-1717

E-mail: cindilee@msn.com

Department Head: Matt Normand

*Matthew Normand
City Clerk*



*Heather Freeman
Assistant City Clerk*

*JoAnn Ferruolo
Assistant City Clerk*

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: JoAnn Ferruolo *JF*
Assistant City Clerk

DATE: January 18, 2013

RE: Polling Hours for special State Primary and General Election – Ward 2

The Office of the City Clerk has been notified by the Secretary of State's Office that the Special State Election to fill the state representative vacancy in District 9 (Ward 2) has been set for May 7, 2013 with a Special Primary Election to be held on March 19, 2013.

In the case where only one candidate files for office from each of the two political parties, the general election will be held on March 19, 2013.

Pursuant to RSA659:4, the Board of Mayor and Aldermen are required to determine the polling hours no later than 30 days prior to the election. Manchester's standard polling hours are from 6:00 a.m. to 7:00 p.m.

Thomas R. Clark.
City Solicitor

Thomas I. Arnold, III
Deputy City Solicitor



Peter R. Chiesa
Gregory T. Muller
John G. Blanchard
Jeremy A. Harmon

CITY OF MANCHESTER
Office of the City Solicitor

January 25, 2013

Board of Mayor and Aldermen
c/o City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Transfer from Contingency

Dear Ladies and Gentlemen:

As you are aware from the previous budget discussions, a transfer from the contingency account was anticipated in order to cover the funding for the domestic violence prosecutor.

That position is proving to be an asset to the City of Manchester and its citizens.

At this time I would request that a transfer from contingency in the amount of \$50,000 be approved.

If I can answer any questions on this request, feel free to contact me.

Very truly yours,

Thomas R. Clark
City Solicitor

TRC/hg

cc: William Sanders
Guy Beloin



**City of Manchester
Public Works Department**

475 Valley Street
Manchester, New Hampshire 03103
(603) 624-6444
(603) 624-6487 Fax

M E M O R A N D U M

To: Honorable Board of Mayor and Aldermen
From: Kevin A. Sheppard, P.E., Public Works Director
Date: January 30, 2013
Re: Police Station (former location) Expenses

I am requesting that we be allowed to utilize the \$55,000 currently set aside in City contingency for expenses at the former Police Station building.

The funds will be utilized for costs directly related to this building such as insurance, miscellaneous maintenance, security, utility bills.

I am available should you have any questions pertaining to this matter.

pc: Bill Sanders
Tim Clougherty
Chief David Mara

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the petition for release and discharge of a portion of Hayward North Back Street, be referred to a Road Hearing at a date determined by the City Clerk.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held December 20, 2011, on a motion of Alderman O'Neil, duly seconded by Alderman Shea, the report of the Committee was accepted and its recommendations adopted.


City Clerk

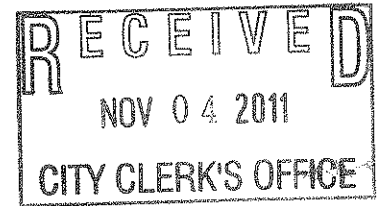
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER
Highway Department



November 2, 2011

Community Improvement Committee of the Board of Mayor and Aldermen
City Hall
c/o Mathew Normand, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

RE: PETITION FOR RELEASE AND DISCHARGE OF A PORTION OF HAYWARD NORTH
BACK STREET

Dear Committee Members,

We have reviewed the referenced item and have found the following:

- Hayward North Back Street was originally dedicated as an unnamed alley on plan entitled "Land of Jennie F. Dickey and Phronie A. Woodman" dated July, 1910.
- No acceptance of dedication or return of layout for the street was found in the records of the City Clerk.
- No records of sewer or drain pipes being in the street were found.
- The Highway Department does not maintain this area as a public street.
- Because the dedication predates 1913 a road hearing is needed.
- The Highway Department supports the release and discharge of Hayward North Back Street.

Sincerely,

Kevin Sheppard, P.E.
Director of Public Works

MJM

CC: file



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy or completeness of any information for which it is not responsible. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.

*Matthew Normand
City Clerk*




*Heather Freeman
Assistant City Clerk*

*JoAnn Ferruolo
Assistant City Clerk*

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: Kevin Sheppard
Public Works Director

From: Heather Freeman 
Assistant City Clerk

Date: October 18, 2011

Re: Petition for release and discharge

Pursuant to Rule 19 of the Board of Mayor and Aldermen, enclosed is a copy of a petition for release and discharge from public servitude a portion of an unnamed street. Please respond to the Committee on Community Improvement c/o the City Clerk at your earliest convenience.

To the Honorable Board of Mayor and Aldermen of the City of Manchester:

The Undersigned respectfully represent that for the accommodation of the public there is occasion for releasing and discharging a highway dedication.

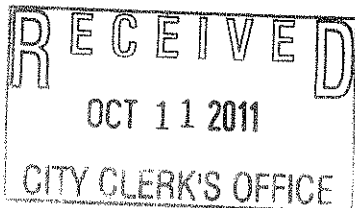
Beginning the intersection of the easterly line of Woodman Street, formerly Mason Street and the southerly line of Hayward North Back Street, thence easterly 328.55' along the southerly line of the back street to its easterly end, thence northwesterly 20xxx to the easterly end of the northerly line of the back street, thence 325.5' along the northerly line of the back street to the easterly line of Woodman Street, thence southerly 20' by the easterly line of Woodman Street to the point of beginning. The described street is an unnamed street shown on plan entitled "Land of Jennie F. Dickey and Phronie A. Woodman" dated July, 1910.

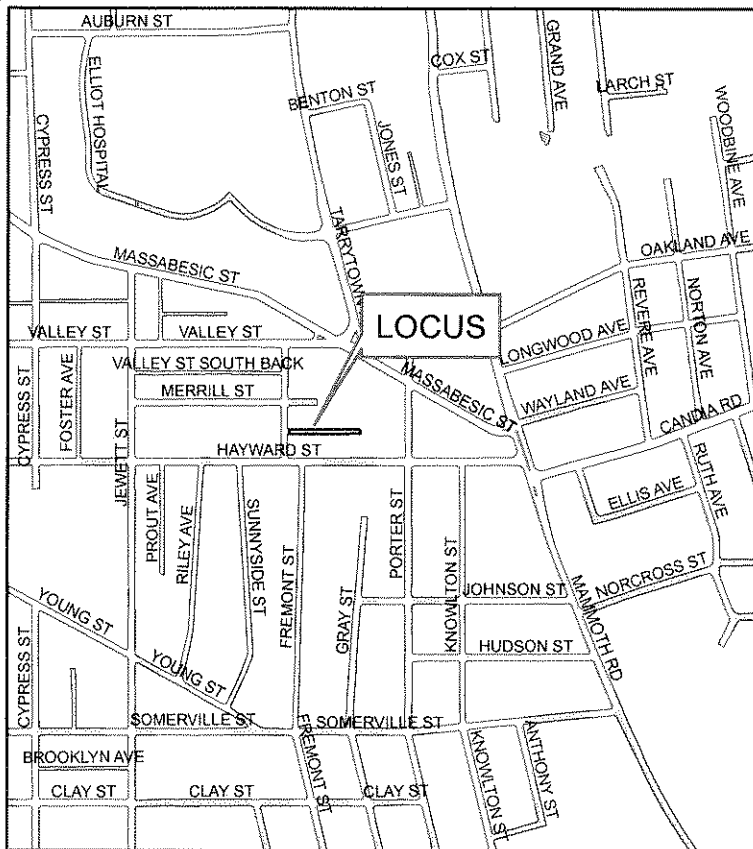
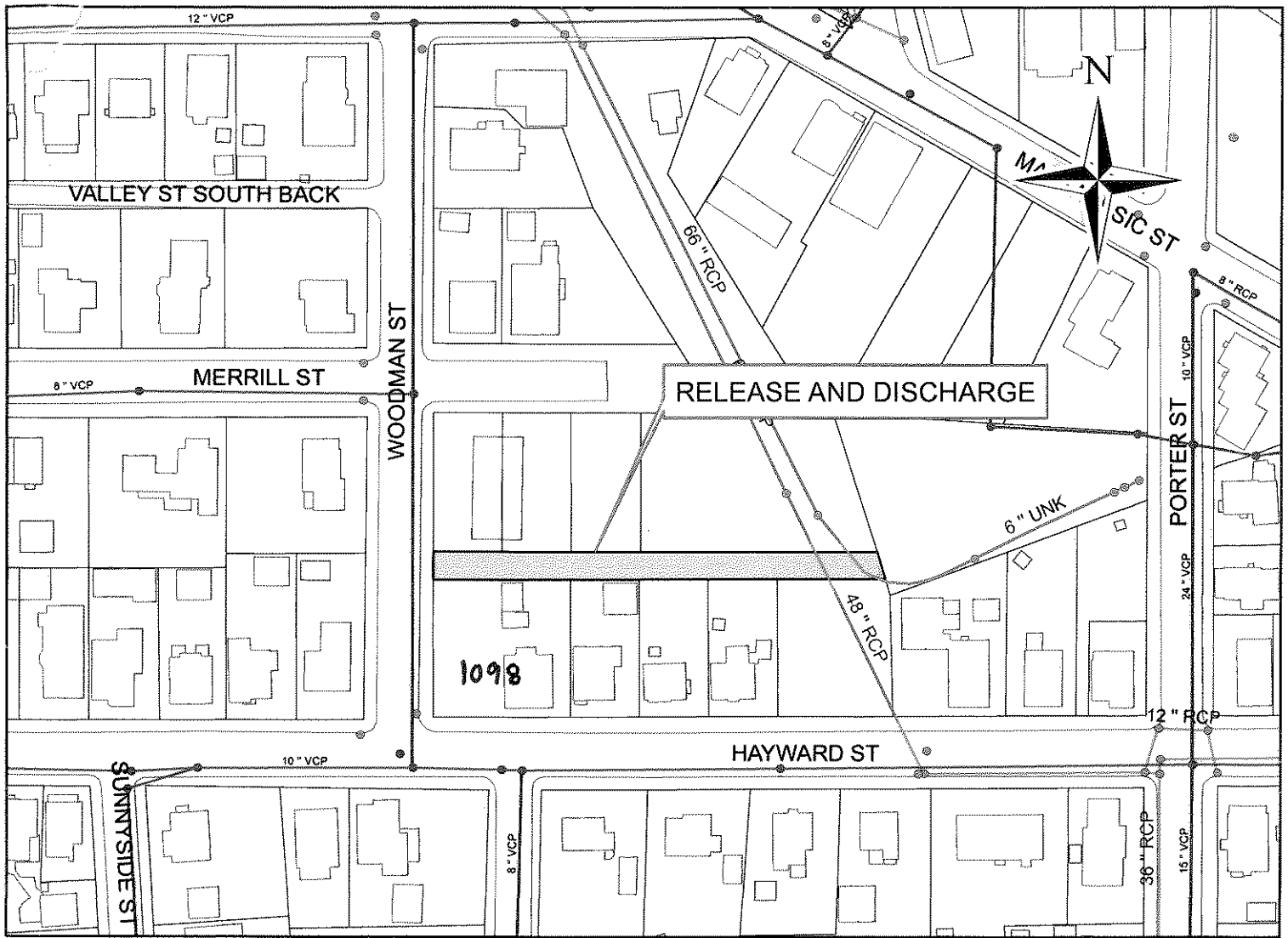
He, therefore, requests you to release and discharge the above-described portion of the unnamed street.

Dated at the City of Manchester, New Hampshire this 11 day of October 2011.

By: Paul McDanel

Paul McDanel – 1098 Hayward Street





RELEASE AND DISCHARGE
UN-NAMED STREET
COMMONLY KNOWN AS
HAYWARD NORTH BACK STREET



Manchester, NH
 October 31, 2011

